

JOB ADVERTISEMENT

Administrative Assistant OHIO CONFERENCE OF COMMUNITY DEVELOPMENT, INC.

The Ohio Conference of Community Development (OCCD) is seeking a motivated individual to serve as a part-time administrative assistant for the organization. OCCD is a state-wide organization with membership comprised by over 160 communities, non-profit corporations and consultants who work in the fields of economic and community development, housing, grant administration or such related areas. One of OCCD's primary functions is to provide training and professional development for its members.

Duties

Under the supervision of the executive board, assists the board and its members to carry out their responsibilities. Provides services to members, staff, updates member directory and publishes newsletter. In close consultation with president, vice president, HUD and ODO, handles arrangements for quarterly meetings, performs office administration, purchasing, bookkeeping and files. This is a part time position of approximately 80 hours per month.

Required Knowledge, Skills and Abilities

Thorough knowledge of office terminology, practices and procedures; mathematical ability; excellent grammar, editing and writing skills; ability to perform complex clerical tasks quickly and accurately and be proficient in the use of all office equipment. Must have computer experience including proficiency with word processing, spreadsheet, data base and accounting software such as EXCEL, WORD, PageMaker, and ACCESS. Knowledge of website development and maintenance is a plus.. Ability to work well under pressure; work independently with little or no supervisions, handle bookkeeping and prepare financial reports and have exceptional administrative, communication and interpersonal skills in dealing with both member, private and public sectors. Must have the ability to define problems, establish facts and make decisions in accordance with approved policies and procedures. Must be bondable and have valid driver's license, good driving record and maintain liability coverage in order to conduct business and travel outside the office and in Ohio. Must have access to viable transportation and the ability to carry and transport up to 20 pounds of materials and several boxes supplies necessary for the quarterly meetings. Office/Home Office location will be determined upon selection of the successful applicant.

Interested persons must submit a personal resume outlining their work experiences along with a letter of interest via email in pdf format to: www.mail@occd.org or by mail to The Ohio Conference of Community Development, P.O. Box 986, Cuyahoga Falls, Ohio 44223.

Applications must be received or postmarked by August 31, 2010.

OCCD is an Equal Opportunity Employer.