

## **Job Description**

### **UHCAN Ohio Office Assistant**

The overall goal for the Office Assistant is to provide data entry for UHCAN Ohio and its projects; coordinate meetings, trainings and events and support the day-to-day operations of UHCAN Ohio. This position is a part-time position 20-25 hours per week.

**Reports to:** Deputy Director of Operations

#### **Duties Include:**

- Data entry for all UHCAN Ohio projects, including entering project contact, donor information and other information as assigned.
- Responding to staff defined queries and generating data reports from UHCAN Ohio data base.
- Creating electronic forms and Excel spreadsheets.
- Planning logistics for all meetings, trainings and events for UHCAN Ohio and its projects, including locating and securing meeting space, planning for meals and supplies for meetings, copying for meetings and tracking and reporting on RSVP's.
- Overseeing the phone system, ensuring proper outgoing messages are on, and working with the phone consultants to manage the phone system; train staff on the phone system as needed.
- General office support including ordering supplies, retrieving and distributing mail, inventorying supplies, and picking up and dropping off materials as needed.
- Other duties as assigned.

#### **Qualifications:**

- Computer proficient with shared networks, database software, Excel, Microsoft Word and e-mail and similar programs. Experience with CiviCRM preferred.
- Experience in generating reports and setting up queries.
- Data entry experience- Experience in entering large volumes of data in databases.
- Experience in using Excel to create spreadsheets.
- Experience in planning meetings.
- Ability to work in a fast-paced environment with changing priorities, well organized and able to multi-task.

**Salary:** \$12 per hour.

**Send Resumes or Inquiries to:**

**Charlotte Rudolph, Administrative Coordinator**

**UHCAN Ohio, 370 S. 5<sup>th</sup> St. Ste. G3, Columbus, Ohio 43215**

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