

JOIN OUR TEAM

WE ARE LOOKING FOR

ADMINISTRATIVE ASSISTANT

The United Way of Licking County seeks a detail-oriented individual to provide administrative support to the Executive Director and participate in community engagement and events. The ideal candidate will possess excellent written and verbal communication skills and have a solid knowledge of business operations. They will be comfortable working in a team environment and independently to accomplish goals.

RESPONSIBILITIES

- Administrative support to Executive Director and Office
- Coordinate and schedule meetings
- Detailed record keeping, including recording committee and Board meeting minutes
- Greet volunteers, community members, and other office visitors
- Manage incoming/outgoing calls and mail
- Maintain office inventory
- Data entry

MINIMUM/REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent required (associate or higher education preferred)
- 3+ years' experience in relevant field
- Proficient with Microsoft Office Suite (Excel, Google Docs, Outlook)
- Preference will be given to individuals with knowledge of Licking County, Ohio and/or United Way experience

ABOUT UNITED WAY OF LICKING COUNTY

All qualified applicants will receive consideration for employment without regard to race, religion, color, gender identity, nationality, socio-economic status, sexual orientation, physical and mental abilities, age, familial/parental status, and any other protected classes as defined by federal, state, and local regulations.

Company website <https://www.unitedwaylc.org/>

Compensation (hourly) commensurate with experience

Work Location In person, Newark, Ohio

How to apply Please submit resume and/or cover letter to careers@unitedwaylc.org