

UWAC OFFICE ASSISTANT



Mission Statement:

Unite the caring power of our community to improve lives in Ashland County.

How does this position help fulfill our mission and commitment to Ashland County?

Our team is seeking an Office Assistant to provide support in a fast-paced environment. The ideal candidate is passionate about office work and skilled in supporting daily operations, helping everything to run smoothly. The role involves scheduling meetings, publishing committee notices, and preparing relevant materials. Additionally, we are looking for someone who can support our team members by managing office supply levels, fulfilling mailings, and handling any task required. As a small team, this role will be crucial during our busiest periods, especially around campaigns and special events.

This role will also have a deep respect and understanding of the clients that are served by our Partner Agency Organizations and understands that all of the work that we do is deeply connected to serving our community at all levels.

Essential Job Functions

- Commitment to United Way of Ashland County's mission
- List management for mailings - verifying addresses, removing duplicates, etc. and fulfillment of mailings
- Some support to social media activities including drafting posts in Canva for review
- Supply Inventory management and ordering
- Meeting management - electronic committee distribution lists, calendar notices, updates, material prep and other tasks as assigned.
- Assist Campaign and Finance Coordinator with campaign data entry
- Assist Community Engagement Coordinator with special event tasks as assigned

- Ability to develop and maintain strong working relationships, handle sensitive and confidential data and information
- Maintaining precise and up-to-date records is crucial while working on projects

Education, Experience and Skills

- Deep commitment to United Way of Ashland County's mission
- GED or High School Diploma required
- 1-3 years experience in an office setting
- Proficiency in Microsoft Office Suite and Google applications, Canva
- High attention to detail and ability to work on multiple projects
- Willingness to learn new skills

Compensation and Benefits

- The hourly rate for this position is \$16 per hour
- 54 hours of PTO available

Working Conditions

Working Conditions	Details
Hours of work	This is a part time position. 18 hours per week with the need to increase hours during peak event times.
Overtime expectations	Overtime hours as approved by the Executive Director. OT is rare.
Work environment	Comfortable office environment. This role will be in the office, and community. Hours are set, but there is flexibility and work from home as approved by Executive Director as needed.
Travel requirements	Travel is local to local meetings is required along with a valid driver's licence. Mileage reimbursement for approved travel.
On-call responsibilities	No on call responsibilities.
Special conditions or requirements	Some evenings and weekend work. These are scheduled in advance. Heavy lifting required for set up and tear down of events. Ability to lift twenty five pounds, stand for periods of time and move items from office to event location.

+ Additional Information

- We are looking to hire this position as soon as possible
- Training will be provided onsite
- All new hires are subject to a 90 day probationary period
- Must pass background test
- We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

+ How to Apply

- Please email resume to Stacy@uwashlandoh.org with subject line: UWAC Office Assistant
- **No phone calls or walk ins**