



Administrative Coordinator Job Posting

Position Summary

The Administrative Coordinator is responsible for providing general administrative support to members of the Ohio State Bar Foundation (OSBF) team. In addition, the individual in this position will assist in the coordination of Board and Committee meetings.

The qualified candidate will contribute their talents to a statewide grantmaking organization with a mission of educating the public about the rule of law and working to build a better justice system.

Duties & Responsibilities

1. Performs an array of administrative tasks including preparing mailings
2. Prepare, proofread, edit, and send correspondence, letters, reports, and other content as needed
3. Provides general support for meetings and events. Reserves space, orders catering, and prepares rooms for regular, routine meetings (in-person & virtual), throughout the year, as well as any other special meetings. May assist in coordination of other events and programs
4. Sets up and maintains resources, records, files, and supplies in an organized manner
5. Coordinates maintenance of office equipment and tools
6. Assigned tasks will vary throughout the year based upon the changing needs of the team

Requirements

- Associate's or bachelor's degree preferred. High school diploma required
- 2 or more years of experience in an administrative support role in a professional environment, experience working with an association or the legal community a plus
- Prior experience in a nonprofit setting desirable
- Well-developed skillset with Microsoft Word, Excel, Power Point and Outlook
- Excellent verbal and written communications skills
- Excellent customer service skills characterized by a positive attitude, respect for all people, and timely and accurate responses
- Ability to organize and prioritize work, consistently meeting deadlines
- Ability to work independently with minimal supervision
- Ability to handle confidential information with discretion
- Demonstrated team player with strong collaboration abilities

About the Ohio State Bar Foundation

The Ohio State Bar Foundation, a 501(c)(3) organization, is an affiliate of the Ohio State Bar Association. The OSBF gives hundreds of thousands of dollars in grants each year to nonprofits that work to improve the justice system throughout Ohio. A recognized forum for civic minded lawyers in Ohio, the OSBF also provides service opportunities for lawyers and recognizes excellence in the legal profession. Visit <https://osbf.org/> to learn more.

To Apply

Please send cover letter and resume along with salary requirements to: Michele Mitchell, c/o Ohio State Bar Foundation at 1700 Lake Shore Drive, Columbus, Ohio 43216-6562 or email to: mmitchell@osbf.net. No third parties or phone calls please.

The OSBF does not discriminate on the basis of race, religion, color, gender, age, national origin, sexual orientation, veteran status or physical or mental disability.