

Administrative Assistant II

The Ohio State Bar Foundation, is seeking an Administrative Assistant II. 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.

The Administrative Assistant II is primarily responsible for providing support for the foundation operations and assisting other team members as needed. A successful candidate for this high energy position will be able to manage workload and must be able to multitask, while having excellent communication skills. This position will, at the direction of the Director of Development & PR, work both remotely and in-office.

In addition, a successful candidate should have 3-5 years of experience:

Qualifications

- High school diploma, Associates degree in office administration or related experience.
- Three to five years of relevant administrative assistant experience.
- Outstanding organization and analytical skills.
- Strong written and oral communication skills
- Ability to meet deadlines, and work with strong personalities.
- Strong technology skills, including knowledge of Microsoft Office products, adobe acrobat, and Raisers Edge database is a plus.

Duties and Responsibilities

- Maintains complete sets of correspondence and corporate documents including Board minutes and related activities.
- Responsible for room-set up, catering, and logistics of annual Board orientation.
- Assists with file set up and general files, including grants and donor files.
- Assists grants manager with updating grant management data (received pre-grant management software) and writing of grant summaries.
- Assist Director of Development with contract reports data entry.
- Orders office supplies as requested by staff and manages inventory.
- Assists Director of Development & PR by working on travel itineraries and arrangements, travel reimbursement, and calendar management.

The Foundation is an Equal Opportunity Employer and encourages a diverse environment. 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. **To be considered send resume and cover letter along with salary requirements** to: Kelly Adams, Ohio State Bar Association, 1700 Lake Shore Drive, PO Box 16562, Columbus, Ohio 43216-6562 or email to kadams@ohiobar.org. No third parties or phone calls please.