



## **OAESV POSITION DESCRIPTION: OFFICE ADMINISTRATOR**

### **Mission Statement:**

As Ohio's statewide coalition, OAESV advocates for comprehensive responses and rape crisis services for survivors and empowers communities to prevent sexual violence.

### Position Summary:

The Ohio Alliance to End Sexual Violence (OAESV) seeks a highly motivated and dependable professional to perform a variety of administrative duties to support the day to day operations within the organization's main office in Cleveland, Ohio. We are looking for someone who is flexible and pays close attention to details. The appropriate candidate will provide support to OAESV's Executive Director and leadership staff and will perform a variety of human resources functions. The Office Administrator is also responsible for answering OAESV's Resource Line and serving as the initial phone and email point of contact for the organization.

### Principal Duties include:

- Answer OAESV Resource Line and act as first line of support to survivors seeking referrals
- Update resource directory with available statewide victim services for survivors
- Provide administrative support to the Executive Director and leadership staff within OAESV's base in Cleveland
- Act as human resources point of contact for OAESV staff
- Conduct new staff orientation
- Provide administrative support to Finance department
- Filing and word processing
- Maintain mailing lists and contact lists
- Receive all incoming calls, provide information and transfer/refer callers to appropriate staff, including referrals for victim services
- Receive and disseminate all incoming and outgoing mail and deliveries
- Inventory and purchase general office and meeting supplies
- Assist with agency mailings
- Manage volunteers of the organization; supervise volunteers who provide administrative duties
- Assist with agency social media postings as needed

### Qualifications:

- Demonstrated experience in and passion for providing effective administrative support; one to three years preferred
- Associates degree or higher

- Excellent organizational and interpersonal skills
- Demonstrated ability to manage own activities and stay on task
- Ability to work independently and with others as a team member, and to take initiative or leadership when needed
- Proficiency with Microsoft Office Suite
- Passionate about OAESV's mission; experience in sexual assault or domestic violence field preferred but not required

**Hours & Location of Work:** This is a full-time salary position (40 hours/week), Monday – Friday, 9am – 5pm, based in Cleveland.

**Salary:** Commensurate with experience. Excellent benefits and work environment.

**To Apply:** Submit your resume and cover letter to [info@oaesv.org](mailto:info@oaesv.org) by April 20, 2017. No phone calls please.

*Ohio Alliance to End Sexual Violence is an equal opportunity employer.*