



## Ohio Alliance to End Sexual Violence

### Position Description for: Executive Administrative Assistant

Ohio Alliance to End Sexual Violence (OAESV) is Ohio's members-based statewide coalition. OAESV strongly believes that there is power and strength in our collective voices. A primary function of the coalition is to ensure there is a continuum of timely, inclusive, and effective supports, services, and resources for all individuals who have been impacted by sexual violence and want that access. We do this work through an anti-oppression lens.

The Ohio Alliance to End Sexual Violence (OAESV) seeks a full-time [Executive Administrative Assistant](#) to provide high-level administrative support to the President & CEO and serve as the primary point of contact for board-related matters. The [Executive Administrative Assistant](#) will support the CEO and core team's administrative needs, coordinate board activities, and facilitate efficient operations to contribute to the organization's strategic goals. This role requires exceptional organizational skills, a proactive approach, and the ability to handle sensitive and confidential information.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking effective action to end sexual violence in Ohio. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

All applicants must be familiar and agree with OAESV's mission statement and philosophy regarding the elimination of sexual violence, anti-oppression, empowerment, inclusiveness, and social change. Ideal candidates will have a solid understanding of the root causes of sexual violence, knowledge of macro-level, statewide work, and the need to create public policy advocacy strategies to end sexual violence. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have empathy, vision, a positive attitude, high professional standards, and passion for the mission of OAESV. In addition, candidates should be professionally diplomatic, outcome-oriented, and interested in being part of a progressive, mission-driven team. They should have a mind for strategic planning and work with intention and accountability.

**SALARY RANGE:** \$45,000 - \$50,000 annually, commensurate with experience

**REPORTS TO:** President & CEO

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

## Executive Support

- Manage CEO's calendar, including scheduling meetings, appointments, and travel arrangements.
- Prepare and edit correspondence, reports, and presentation, ensuring accuracy and professionalism.
- Organize and maintain records, documents, and files to ensure easy access to essential information.
- Act as the primary point of contact between CEO and internal/external stakeholders, ensuring prompt and effective communication.
- Assist with the preparation of agendas and materials for meetings the CEO coordinates or attends.
- Monitor and manage email and phone communications, prioritize tasks, and maintain a proactive approach to CEO's needs.

## Administrative Support to Core Team

- Provide general administrative support to core team, including scheduling meetings and making travel arrangements.
- Assist with the preparation of agendas and materials for core team meetings, take minutes, and follow up on action items as needed.
- Coordinate logistics for leadership team meetings, retreat, and special events, handling setup, catering, and technical requirements.

## Board Liaison Responsibilities

- Act as the primary liaison for the board of directors, handling all communications and inquiries.
- Coordinate board and committee meetings, including scheduling, agenda preparation, and distribution of materials.
- Attend board meetings to take minutes, document actions, and follow up on board directives.
- Assist in the preparation of board documents, reports, and presentations, ensuring materials are delivered in a timely and organized manner.
- Maintain online files on all board business, including recruitment, candidate information, resumes, memberships lists, meeting attendance, and meeting minutes).
- Support board members with logistical arrangements for meetings, travel, and events as needed.

## Special Projects and Additional Duties

- Assist with special projects as directed by the core team, including research, data analysis, and report generation.
- Identify opportunities to improve administrative processes and contribute to efficiency improvements within the organization.

## QUALIFICATIONS

- At least 2 years of experience in an executive or administrative support role.

- Excellent communication skills, both written and verbal, with the ability to interact effectively with diverse staff and stakeholders.
- Strong organizational skills, with attention to detail and the ability to prioritize multiple tasks.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms (Zooms, Teams).
- Proven ability to handle confidential information with discretion and maintain a high level of professionalism.
- Experience in scheduling, coordinating travel, and event management.
- Strong problem-solving skills and adaptability in a fast-paced environment.
- Proven ability to build and maintain positive relationships with team members, partners, and participants.
- Self-motivated, proactive, and able to work independently while also functioning as part of a team.
- Awareness of and sensitivity to issues of sexual violence victimization, prevention, and response.
- Proof of valid driver's license, acceptable driving record, and auto insurance required, or ability to use alternate transportation

### HOURS & LOCATION OF WORK

This is a full-time, salaried position (32-36 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the Executive Administrative Assistant can be based anywhere in Ohio, with the understanding that meetings take place all across the state, and the CEO is based in Independence, Ohio. Candidate must have the ability to communicate regularly with OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings and events, including several overnight stays throughout the year. Proof of valid driver's license, acceptable driving record, and auto insurance required, or ability to use alternate transportation.

OAESV offers a [robust and competitive compensation package](#) to all eligible employees after 90 days, including but not limited to:

- 40 hours of vacation time accrued each quarter
- 8 hours of sick time accrued each month (after 30 days)
- Quarterly mental health stipend.
- Annual professional development funding
- Employee will be eligible for medical, dental, supplemental insurance, group life insurance, and a 401k plan

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social, economic, immigration, marital, physical, and/or mental status. People from historically underserved communities are strongly encouraged to apply.

Please submit cover letter and resume to [info@oaesv.org](mailto:info@oaesv.org). Please highlight any experience that specifically addresses the essential functions.

