

Job Description | Administrative Assistant

Scranton Rd. Ministries Community Development Corporation is a faith-based and vision-driven organization that has served over 19,000 people across Cleveland since 2002. Operating within a community that suffers from widespread poverty, high unemployment and low graduation rates, our vision is ***to help revitalize Cleveland, one life at a time.***

We actively contribute to the social, spiritual, physical and economic revitalization of our community by providing our neighbors with Job Training, Academic Enrichment Programming, Legal Education services, Digital Literacy & Access, Youth Development, College & Career Planning Services, and Leadership Training.

Job Description

The primary **responsibilities** of the **Part-Time Administrative Assistant** include:

1. Providing administrative support to ensure efficient office operations.
2. Assisting with marketing support functions; including the preparation and mailing of Newsletters, program and event flyers, and program materials.
3. Maintaining both the Partner and Participant Databases; including phone lists and student folders as needed.
4. Answering phones, performing other clerical functions, and assisting in maintaining an organized office.
5. Continually ensuring an adequate supply of office and program supplies. Helping procure all supplies/materials and keeping accurate and complete documentation for purchases/ transactions.
6. Assisting with preparation of organizational documentation; including program, student, & informational mailings, program and executive materials, and other needed paperwork.
7. Assisting with donation recording and processing, donor correspondence, and some fundraising processes as needed-with a focus on accuracy and confidentiality. Additionally coordinating with the financial administrator to ensure proper recording and reporting.
8. Assisting with some event planning functions.
9. Occasionally supporting the grant proposal and reporting processes, as needed.
10. Performing additional functions as needed

Qualifications

The successful candidate will have 2-3 years administrative experience, with the following qualifications:

- Resourceful, organized, detail-oriented, creative, flexible, and proactive.
- Excellent project management, verbal and written skills with a commitment to accuracy and excellence.
- Time management and prioritization skills.
- Ability to handle sensitive information in a confidential manner.
- Experience with the entire MS Office suite (Word, Excel, Access, PowerPoint, & Publisher) and Internet competency required. Familiarity with social media, Canva, mailchimp and Adobe Photoshop desired.
- Knowledge of database/ mail-merge programs.
- Access to a personal vehicle is highly preferred.
- A heart for the Lord and for people.
- Fluency in Spanish is preferred by not required.

Additional Competencies: Must have a demonstrated ability to thrive in a team-based environment and communicate professionally. Must have strong interpersonal skills, a commitment to productivity, and a heart for the city. A background check will be conducted for this position.



Scranton Road
MINISTRIES C.D.C.

3095 Scranton Rd.
Cleveland, OH 44113
Phone: (216) 861-5323

Web: www.scrantonroadministries.org

Helping to revitalize Cleveland, one life at a time

Reports to: Executive Director

Time Commitment: P/T to $\frac{3}{4}$ -Time, with potential to scale depending on skills and scope of position

Compensation: Commensurate with experience.

Interested and qualified candidates may apply by submitting a resume, cover letter, and compensation requirements to:

Scranton Rd. Ministries C.D.C.

Attn: Christopher Whitmore

3095 Scranton Rd.

Cleveland, OH 44113