



Title: Office Administrator

Position: Support the Executive Director, Board of Directors, and Leadership Team

Compensation: \$21.00 / hour

Responsible to: Executive Director

Mission Statement:

We invest in people through the built environment. We seek a holistic approach to addressing systemic issues in order to improve the quality of life within the Middlebury neighborhood by fostering choice in housing, job creation and community pride.

Main Objective:

To use your gifts and talents to create systems that support, maintain, and guide The Well CDC. Specifically providing support to the Executive Director and Board of Directors by coordinating calendars, organizing emails, board preparation, board communication and board governance. In addition, support the office and finance team to execute weekly tasks, office organization, and basic HR process. This position is for an unspecified duration and constitutes "at will" employment.

Job Description:

I. Executive Director

- a. Read, sort, and prioritize emails and calendar requests.
- b. Draft and prioritize external communication.
- c. Utilize Microsoft 365 to maintain and prioritize communication for the Executive Director
- d. Maintain virtual (if needed physical) folders to keep documents and reports organized and accessible.
- e. Support the Executive Director and Fund Development Director by coordinating schedules for development meetings and communications for small scale events.

II. Secretary of the Board

- a. Attend all board and committee meetings to scribe meeting minutes, and communicate with members.
- b. Work with the board chair and executive director to communicate all essential information with the board of directors.
- c. Support the staff in the creation of the agendas and presentation decks for all board and committee meetings.
- d. Support the organization by serving as the staff liaison to the board and committees (non-voting)

III. Office Administration

- a. Maintain office supplies at 647 and Beaver Street
- b. Manage incoming phones calls and direct appropriately
- c. Point person for printer communication and needs
- d. Support Human Resources needs

IV. Housing & Finance Support



- a. Reconcile QuickBooks with external communicating software systems;
 - i. Toast – 647 Coffee
- b. Record Retention & Filing
- c. Invoicing and payment
- d. Residential and Commercial Utilities

V. Expectations:

- a. Proficient in Microsoft 365
- b. Hours: average of 24 hours per week.
- c. Maintain regular office hours
- d. Common Business Courtesy
 - i. Return phone calls and emails within 24 hours.
 - ii. Be on time to meetings, events and programs.
- e. Maintain a neat and organized workspace.
- f. Adhere to related staff policy and procedures.
- g. Assist with other Well staff or tenants as needed.

Thank you for your interest in joining the team at The Well CDC. Please return your cover letter, resume, and reference sheet (3-5 references) to Zac Kohl at The Well CDC at your earliest convenience. You can drop them off at the building, put them in the mail, or send an email.

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