



This is a rewarding position with the opportunity to work towards the organization and development of a company that betters the lives of individuals of all ages in our community, Sylvania Community Services.

Job Title: Executive Administrative Assistant

Job Location: Sylvania, Ohio

Job Site: Administrative Offices, Holland-Sylvania Road

Employment Type: Part Time

Job Description Summary: The executive administrative assistant is responsible for providing advanced, high level administrative support to the office of the executive director. This individual will be organized, creative and have the ability to multi-task, while following through on projects in a timely manner without direct supervision. They will be responsible for organizing and maintaining sensitive documents, including confidential and time-critical information. The assistant will manage the executive directors daily calendar including scheduling meetings, confirming appointments, and conducting meeting follow up as needed. Assists with board management by staffing assigned Board Committees, along with preparing agendas, meeting minutes, and notifications as required. Position will include planning, organizing and assisting with special projects, initiatives or events that may involve the design and maintaining of databases, conducting research and development of presentations.

Pay Rate: Negotiable

Requirements: Associates degree preferred. Minimum of 5 years work experience as an Executive Assistant or similar role. Must be able to pass a background check. All applications are welcome, and mature workers are encouraged to apply.

Hiring Agency: Sylvania Community Services (SCS) is a non-profit agency that has served the community since 1976, when it was founded by the City, Township, and Sylvania School Board. In that time, the agency has impacted thousands of residents' lives – young and old through its two programs -Sylvania Child Care and the Sylvania Senior Center. We are located throughout the community with an award-winning, nationally accredited Senior Center that serves an estimated 125+ older residents a day and multiple state-licensed Child Care locations that serve close to 200 children per day.

Submit resume to: sophia@scsonline.org