

June 2009

JOB DESCRIPTION

JOB TITLE: Assistant to the Executive Director

JOB

RESPONSIBILITIES: Responsible for assisting, under broad guidelines established by the President/Director, in reaching any goals and objectives of the Ohio Community Corrections Association, Inc.

Essential functions of this job include, but are not limited to:

Performs basic bookkeeping: deposits, invoices, record payments and deposits, pay bills.

Organizes, reviews, and answers all written communication as directed.

Performs administrative duties as required by the director and executive committee.

Performs office duties relevant to assigned projects.

Accurately and efficiently generates reports, meeting agendas/minutes, and other documents as assigned by the director.

Assists director in maintaining communications within and outside the association and in preparing, writing and gathering information for community relations.

Develops and maintains an accurate and organized data file management system for records/files, e-mails, computer disks, etc.

June 2009

Attends meetings and required training sessions, conferences, and public meetings/hearings.

Works independently to complete special projects as assigned by the director.

Attends interagency and community meetings and compiles and reports information to the director/board.

Designs presentations and provides and/or researches topic information and data.

Coordinates and arranges meetings, committees, and documents. Set up schedule for committee meetings; work with appropriate members to set the agendas.

Assists in research relevant to assigned projects and grant applications.

Assists in the development of innovative ideas to enhance association growth and development.

Performs other duties as assigned.

STRENGTH RATING/

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

June 2009

WORK

ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

DESIRED

QUALIFICATIONS:

Excellent oral and written communication skills; and ability to work well with others. Demonstrated experience in clerical, office, and organizational skills. Two (2) years relevant work experience; (5) years preferred. Special abilities include book keeping (QuickBooks) and computer skills ("WORD", Excel, PowerPoint), effective organizational skills, and networking ability. The ideal candidate must be able to work well independently. Must have the ability to effectively work with Agency employees and outside contacts