**JOB DESCRIPTION**

**Executive Assistant**

**§ 1.0 About OESCA:**

* The Ohio Educational Service Center Association (OESCA) is a 501(c)(6) non-profit association that represents the superintendents, teachers, supervisors and other personnel of Ohio's Educational Service Centers and seeks to promote excellence in education through the quality services provided by its member organizations. OESCA provides legislative updates, coordinates member lobbying efforts and organizes communications among its member organizations. OESCA also provides professional development opportunities for service center administrators and personnel through issue-related seminars and major conferences.
* OESCA is an equal opportunity employer and does not discriminate on the basis of Age, Race, Sex, Religion, National origin, Disability, or Pregnancy.

**§2.0 Job Description:**

* To serve as administrative assistant to the Executive Director and provide clerical assistance and other necessary support services to the Executive Directors of the Ohio Educational Service Center Association and to support the association and its executive and standing committees in carrying out the mission of the organization.

**§3.0 Qualifications**:

* Effective and positive interpersonal communication skills;
* High School Diploma or equivalent and/or a college degree in secretarial sciences or related field;
* Previous secretarial experience preferred;
* Excellent computer skills with word-processing, spreadsheet, presentation, and database application knowledge;
* Knowledge of basic grammar, punctuation, spelling, and formatting for clear written communication;
* Ability to follow complex oral and written instructions;
* Effective written and verbal communication skills;
* Willingness to work as a team member; and
* Must pass criminal background check; drug and alcohol screening.

**§4.0 Essential** **Responsibilities**:

* Receive telephone calls and take messages;
* Communicate through various formats and media (e.g., OESCA website, email, etc)
* Assist in preparation and distribution of Inside OESCA quarterly newsletter;
* Assist in the preparation and distribution of materials;
* Create, maintain, and regularly update OESCA membership files;
* Assist the Executive Director in preparing for Executive Committee and standing committee meetings including:
  + Assisting in preparing the agenda;
  + Typing committee meeting minutes;
  + Arranging meetings of the association at various facilities as needed;
* Assist the Executive Director in preparing for annual conferences and other membership programs or workshops;
* Assist with updating the OESCA website;
* Assist the Executive Director in responding to email and/or telephone inquiries, requests for information and member services;
* Attend meetings and conferences as assigned by the Executive Director; and
* Perform other tasks, consistent with the position, as may be assigned by the Executive Director.

**§5.0 General** **Responsibilities**:

* Communicate through various formats and media (e.g., OESCA website, email, etc)
* Access, input and retrieve information from the computer;
* Respond to routine questions and requests;
* Work closely with AESA on special projects;
* Work with BASA staff as appropriate and as directed by the OESCA Executive Director; and
* Perform other tasks, consistent with the position, as may be assigned by the Executive Director.

**§6.0 Equipment** **Operated**:

* Computer, telephones, fax, audiovisual equipment, and office equipment (photo copier, folding machine, postage machine).

**§7.0 Additional Working Conditions**

* Limited weekend and/or evening work
* Limited in-state travel
* Lifting and carrying
* Repetitive hand movement

**§8.0 Terms** **of** **Employment**:

* Salary and work year as established by the OESCA Executive Committee.
* The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with OESCA.

**§9.0 Evaluation:**

* Performance of this position will be evaluated annually based upon this job description in accordance with the provisions of the OESCA Executive Committee’s policy on the evaluation of support staff.

**§10.0 Salary & Benefits:**

* Part-time 25-30 hours per week (5 days per week)
* Hourly rate: $17 - $22 / hour
* 3 days paid personal leave per year
* Paid Holidays *(consistent with OESCA/BASA office schedule and approved OESCA Calendar)*

**Submit a cover letter and resume with professional references by 4:00 p.m., December 21, 2021, to** [**info@oesca.org**](mailto:info@oesca.org) **or via U.S. mail to OESCA, 8050 N. High Street, Suite 150, Columbus, OH 43235.**