



## Office Assistant Position Description

Are you a detail-oriented professional with excellent written and verbal communication skills desiring to work in a flexible, team environment? Would it excite you to use your passion for structure and excellence to support a collaborative team working on projects designed to strengthen communities by strengthening the organizations that support them? If you answered “yes” to these questions, we want to talk with you!

Measurement Resources Company is seeking a full-time office assistant to support our team in our Powell, Ohio office. Please review the following position description and benefits offered. If interested, please submit a cover letter explaining how you meet the job qualifications and why you believe you are the perfect fit for this position, salary requirements, and your resume to [mtjones@measurementresourcesco.com](mailto:mtjones@measurementresourcesco.com). References will be required before an offer of hire will be made.

### Office Assistant

The Office Assistant will be an integral part of the operations of the office. The Office Assistant will assist the President, COO, and the Project Team with the core operational functions of the office. The Office Assistant will assist staff with scheduling, copyediting, office correspondence, and research requests.

Tasks include:

- Schedules, organizes, and prioritizes work activities to ensure that obligations and deadlines are met.
- Effectively manages and coordinates the President’s meeting and activities calendar. This includes such activities as travel, agenda setting, and meeting preparation.
- Develops and maintains electronic and paper files for easy access to project information for project teams.
- Assists other staff members with scheduling meetings and events as requested.
- Maintains frequent contact in carrying out responsibilities of the office with leadership and other staff, community leaders, local businesses, and other organizations with which the CEO is involved.
- Provides copyediting for the project team on reports, projects, and proposals.
- Assists the project team with survey creation, data entry, and internet research when requested.
- Composes correspondence as requested.
- Anticipates the needs and gathers information for the leadership’s participation in meetings, which may include seeing that assignments are given to appropriate staff for preparation of information.
- Assists with events and special programs such as, but not limited to; speaking engagements, workshops, webinars, and focus groups.
- The Office Assistant will be responsible for covering the office during the core hours of 9 am to 4 pm, Monday through Friday, and is expected to work 40 hours per week.

### QUALIFICATIONS

- The successful candidate will have a minimum of a high school diploma or equivalent credentials with previous copyediting and office assistance experience; or a B.A. in English or Communications or equivalent degree. The candidate may be requested to submit a writing sample.
- The candidate must be experienced in and demonstrate strong oral and written communication skills.
- The candidate must have proficient skills and previous experience generating reports using Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel).

- The applicant must have the ability to learn and adapt to new technology platforms quickly.
- The individual must possess a valid driver's license and reliable transportation.
- The candidate is required to possess the ability to: problem solve; to communicate orally and in writing; to establish and maintain effective working relationships with other employees at all levels and with the general public.
- The applicant needs the ability to work collaboratively as a team as well as work independently, and to meet strict deadlines.

### **Benefits**

Hourly pay will be competitive and based on skills and experience. We offer health insurance, 401K, paid-time off, holiday pay, and a beautiful working environment.

### **Measurement Resources Company**

Measurement Resources is an organizational development and research firm that assists government and nonprofit organizations with data-driven decision-making that improves organizations' efficiency and effectiveness. Our services help our clients use data-driven solutions to:

- increase efficiencies,
- demonstrate impact and outcomes,
- increase funding, and
- accomplish their mission and goals.

Our mission is to strengthen communities by strengthening the organizations that impact them. Our clients are a diverse mix of state, city and county government agencies, human services organizations and nonprofits across the United States and Canada.