



Women of Toledo is a nonprofit 501(c)3 organization that educates, engages, and empowers women and youth to keep moving forward. Using our 3E organizational model: Educating, Engaging, and Empowering, we create sustainable solutions that elevate the quality of life and diversity while improving economic empowerment in the communities in which we live, work, play, and raise a family. How: Through the services and programs that fall into three distinct categories: Economic Development Initiatives, Mentorship, and Youth Initiatives.

The **Office & Program Assistant** provides essential administrative and clerical support across WOT programs and initiatives. This entry-level position is ideal for someone organized, detail-oriented, and motivated to grow in a nonprofit setting. This position works under the supervision of the Executive Director and collaborates with the program and leadership teams to ensure accurate data entry, effective office management, and responsive communication with constituents.

JOB DUTIES & RESPONSIBILITIES:

Office Maintenance & Communication

- Greet guests and manage the front office area during working hours
- Organize and maintain office supplies, kitchen, and storage areas
- Monitor and replenish supplies as needed through appropriate channels
- Answer phones and direct calls professionally
- Process incoming/outgoing mail and maintain filing systems
- Respond to email, online, and social media inquiries under supervision
- Support team members with special projects and interdepartmental tasks

Program & Data Entry Support

- Maintain accurate records and perform regular data clean-up
- Enter participant, donor, and client data into CRM systems and spreadsheets
- Assist with error checking and the preparation of monthly reports
- Process applications, forms, and renewals

Program (event) & Marketing Support

- Assist with event registration, attendance tracking, and preparation of materials
- Support updates to the website, newsletters, and social media content
- Help promote events and upcoming programs across digital platforms
- Maintain the organizational events calendar and promotional listings

Recordkeeping & Financial Support

- Enter donation and payment data and help track financial records
- Prepare donor acknowledgments and assist with grant-related documentation
- Support digital and physical archiving of essential program documents

QUALIFICATIONS:



- High school diploma or equivalent required
- Associate or bachelor's degree in Education, Business, Nonprofit Management, or a related field preferred
- Prior experience in office administration or nonprofit work preferred
- Proficiency in Microsoft Office (Word, Outlook, Excel, Teams) and Google Workspace (Gmail, Drive, Docs, Sheets, Calendar, Meet) required
- Familiarity with tools like Dropbox, Canva, and other office software preferred
- Strong problem-solving, time management, and multitasking skills required
- Ability to stay calm under pressure and handle shifting priorities

COMPENSATION:

This is a full-time position, up to 40 hours per week, with an hourly rate of up to \$15/hr. Some evening and weekend availability is required, with a regular schedule of Monday through Friday 8:30 am to 5:30 pm.

Interested applicants should email their cover letter, resumé, and references in PDF form at <https://www.womenoftoledo.org/workwithus>. No phone calls, please.

EQUAL OPPORTUNITY EMPLOYER:

WOT will not discriminate against any applicant or employee regarding any term or condition of employment because of race, color, sex (including gender identity and expression), sexual orientation, national origin, citizenship, ancestry, religion, age, disability, marital status, familial status or veteran status.