Women of Toledo is nonprofit 501c3 that educate, engage, and empower 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 four distinct categories: Economic Development Initiatives, Mentorship, Advocacy, and HerHub Initiatives.

The organization seek an **Office and Program Administrator** to provide support services to all program/services teams, office support management, and support leadership team (Directors) upon request. More specific duties include general office tasks and administrative duties, such as directing communications between supporters, network, and task team, organizing schedules and events, entering data, managing records and archives, supporting accounts payable on day-to-day expenses and bookkeeping, and maintaining office equipment and budget.

JOB DUTIES & RESPONSIBILITIES:

Program Support

- Assist Directors and Task Team with all Programs and services.
- Manage all Circle of Supporter Program and Membership databases via website/CRM (Excel, LGL and salesforce systems)
- Assist with overall Program and services calendar and database for the organization.
- Email communications to our clients, constituents, supporters, and partners as instructed by the leadership team
- Correspondence for any communication
- Maintain survey, Assessments & Testimonial Inquiry
- Assist Managing/Associate Director (MD/AD)to develop and maintain an opportunity to bring new subscribers, supporters, partners, and sponsors to program services.
- Office Management -Maintain overall records and task team calendar and ensures effective operating management of the organization's records
- Help MD/AD maintain the database, signup sheet, and contacts with the support of Program Associates
- Help support MD, AD, Expansion, Development, and Program Associates with the Supporter and Sponsorship Program upon request.

Office Operation

- Maintain in-person office hours to support visitors or phone call appointment/support.
- Maintain the cleanliness and organization of all the areas.

- Maintain a high standard of customer service with visitors, guests, or email/telephone communication
- Manage office supplies, storage room, and kitchen supplies and communicate for replenishment as needed with the proper channel.

QUALIFICATIONS:

- An Associate or bachelor's degree in a related field of studies, such as Education, Business Development, or Nonprofit Management, or equivalent to 2-years administrative experience.
- Excellent knowledge of MS Office and office management software (Dropbox, LGL, Trello, Canva, Salesforce. etc)***will provide training*
- Prior success working closely and networking with diverse groups of people, including stakeholders, staff, partners, and investors
- Proven ability to problem-solve, prioritize, and multi-task, with an acknowledged track record of achieving results
- Demonstrated ability to work calmly and effectively under pressure
- Demonstrated ability to manage multiple activities at once and manage the time accordingly.

COMPENSATION:

Non-exempt employee starting at $16.00 an hour based on experiences

This is a part-time position (up to 25 hours per week) with an hourly rate with an expectation to maintain a few evening and weekend hours as needed. 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.