



CITIZENS FOR COMMUNITY VALUES

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Job Title:	Administrative Assistant
Reports To:	Operations Director
Hours:	Monday - Friday, 7:30 am – 4:00 pm with a half-hour lunch, Fulltime, Wage
Compensation:	\$12 - \$15/hr (based on experience)
Location:	208 E State Street, Columbus, Ohio
Benefits:	10 Days PTO (Paid Time Off/year), Worker's Compensation, 9 Paid Holidays, Health Insurance, 3% Match on Retirement Plan available after 1 year

Job Purpose

Maintain and update Citizens for Community Values' database, process and record donations, and assist in other office management tasks as needed.

Key Responsibilities

- Maintain and update CCV database.
- Retrieve, open, and sort incoming mail.
- Answer phones and assist with other office tasks as needed.
- Assist with events, including but not limited to registrations, setup, and cleanup.
- Prepare weekly bank deposits and deliver to local bank.
- Print and mail weekly "Thank You" letters to donors.
- Compile reports as requested.

Job Qualifications and Requirements

Skills and Experience

- At least 1-3 years of experience working in an office environment is preferred.
 - Experience in a nonprofit environment a plus.
- Strong computer skills including:
 - Experience in Microsoft Word, Excel, Publisher, and PowerPoint.
 - Proven electronic data entry skills.
 - Ability to manage data files, and perform electronic data research.
- Type a minimum of 55 words per minute (wpm), 65 wpm preferred.
- Well-organized and attentive to detail.
- Ability to operate on a flexible schedule with ever-changing priorities.
- Prioritize and achieve deadlines without immediate or constant supervision.
- Willing to travel for and work overtime at events and meetings from time to time.

Character/Spirituality

- Trustworthy and responsible.
- Work discreetly with confidential information.
- Tactful and diplomatic, building consensus rather than emphasizing differences.
- Maintain a high level of professionalism with a Client/Constituent relationship focus.
- Agree with CCV's mission to create an Ohio where the values of life, family, and religious freedom are treasured, respected, and protected.

To apply, please send a resume along with the names and contact information of three references to info@ccv.org with the subject line "Administrative Assistant Position."