

Executive Administrative Assistant- Job Description

Omega Community Development Corporation (Omega CDC) is looking for a high energy, detailed oriented, and professional Executive Administrative Assistant for our organization's President & CEO. In this role, the Executive Administrative Assistant will be the indispensable "right hand" to the President & CEO. The right candidate must be a dynamic individual who has skills to perform highly diverse administrative tasks, prioritize and multi task, and serve as the primary point of contact. The candidate must also be able to remain calm in a fast-paced environment while working with a high level of attention to detail, accuracy, integrity, reliability, judgment, and confidentiality. The Executive Assistant must have a great personality and would be able to effectively communicate with everyone within and out of the organization.

If this sounds like you, we invite you to apply.

Key Responsibilities:

- Manage and maintain President & CEO's calendar
- Answer and screen telephone calls, and arrange conference calls
- Coordinate schedules and make appointments for President with staff, community leaders, and potential donors of the Hope Center project
- Greet scheduled visitors
- Interact and communicate with individuals at all levels in the community, the Omega Baptist Church (OBC) and the Omega CDC
- Communicate with Board Members to schedule and coordinate meetings; prepare agendas and keep minutes; coordinate catering
- Facilitate smooth communication between both internal and external parties
- Prioritize work; handle matters expeditiously, proactively, professionally, and follow-through on projects to successful completion, within deadlines
- Keep the President & CEO well informed of upcoming commitments, follow-ups, and grant report due dates
- Create and maintain spreadsheets
- Assist in the preparation of reports, letters, presentations, brochures, flyers, and invitations
- Organize events, presentations, and special projects
- Conduct research, collect and analyze data to prepare reports and documents
- Administer, manage, and update Omega CDC and Hope Center websites, and Omega CDC social media channels
- Perform general administrative duties

Skills:

- Superior organization skills; ability to perform and prioritize multiple tasks with excellent attention to detail
- Ability to adapt to shifting priorities and changing circumstances

- Ability to exercise sound judgment when handling sensitive and confidential information/situations
- Ability to meet deadlines
- Ability to build relationships with all employees of Omega CDC and OBC, Board members, and community leaders and members
- Advanced communication skills; written and verbal
- Ability to work in a group setting as well as independently
- Ability to seek opportunities and proposes solutions- problem solving
- Emotional maturity

Education and Experience:

- Bachelor's degree
- At least three years professional experience
- Strong MS Office skills

Other:

- Reliable transportation and valid driver's license

ABOUT Omega CDC

[The Omega Community Development Corporation](#) (Omega CDC) is a community-based, 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. For twenty years, we have been working with children, youth, and adults in the Northwest Dayton community addressing their most pressing needs including illiteracy, lack of quality year-round educational enrichment programs, underemployment, unemployment, and gun/gang/street violence.

To address these issues we have successfully implemented the following proactive and meaningful youth advocacy, educational, and life skills programs:

- 1) *Summer Literacy* at Fairview Elementary (ages 6-12), through Children's Defense Fund's Freedom Schools (10th year)
- 2) *Violence Prevention Education & ex-offender mentoring/case management* through a partnership with Human Relations Council (10th year)
- 3) *Afterschool Education Program* at Fairview Elementary (Pre K-6) through a five year 21st Century Grant (2nd year)
- 4) *Work-Ready Life Skills Training* (adults) through a Montgomery County Jobs and Family Services grant (3rd year)

Omega CDC is located at 1800, Harvard Blvd, Dayton OH 45406. and operate during the hours 9 am to 5 pm, Monday through Friday.

At present, we are also raising funds to build the Hope Center for Families facility to address early childhood education, health and wellness improvement, and workforce development.

HOW TO APPLY

If you're interested in joining our team, please email your resume and cover letter to tarseculeratne@omegadc.org