



The Dayton Foundation – Job Posting Announcement

Administrative Assistant, Employers' Workforce Coalition

Category: Part-time, non-exempt

Schedule: 20 hours a week

Compensation: \$24.14 - \$30.17 per hour, commensurate with experience

Position Purpose: To provide direct administrative support to the Executive Director of the Employers' Workforce Coalition (EWC) and assist with general workload across the EWC team.

Key Responsibility: Administrative Support for Employers' Workforce Coalition Staff

Specific Duties:

- Perform word processing, copying, filing, scanning, and related administrative tasks.
- Schedule and coordinate meetings and appointments, prepare agendas, and assist with travel arrangements.
- Manage Zoom/Teams meeting calendars and coordinate conference room bookings.
- Retain and reconcile bills and invoices for approval; assist with budget tracking.
- Organize and support EWC meetings, and special events.
- Prepare and edit correspondence, reports, and presentations.
- Create and maintain accurate electronic and physical filing systems.
- Assist with maintaining and updating the EWC website, ensuring information is current, relevant, and accurate.
- Complete special projects as assigned.
- Perform additional responsibilities as assigned to support the team's evolving needs.

Education and Experience:

- High school diploma or equivalent required.
- Some community college or technical school education preferred.
- Minimum of three (3) to five (5) years of relevant experience, ideally in relationship management, sales, or office administration.
- Equivalent combinations of education and experience will be considered.

Knowledge, Skills, and Competencies:

- Highly organized with the ability to prioritize tasks and work independently.
- Strong customer-service orientation.
- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel).
- Familiarity with Google Workspace (Docs, Sheets, Calendar, etc.).
- Ability to learn and adapt quickly to new systems and productivity tools.
- Proficient in standard office administration practices, including scheduling, meeting logistics, and event coordination.
- Comfortable working in a fast-paced environment with multitasking demands.
- Skilled in operating standard office equipment.
- Strong interpersonal skills with the ability to handle sensitive information with discretion.

- Professional, diplomatic, and composed in all interactions.
- Excellent written and verbal communication skills, with strong attention to detail.
- Demonstrated ability to maintain confidentiality and data accuracy.

Desirable Qualifications:

- Experience using advanced spreadsheet features, including formulas, functions, and basic automation tools.
- Experience with Salesforce or other CRM platforms.
- Basic understanding of statistics to support data tracking and reporting functions.

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be expected to follow any other job-related instructions and to perform any other job-related duties requested by any person with authority to give instructions or assignments.

Send résumé and cover letter via email to Jeffrey Sypeck, Director, Human Resources, at jsypeck@daytonfoundation.org

The Dayton Foundation is an Equal Opportunity Employer