



## **WESTOWN COMMUNITY DEVELOPMENT CORPORATION**

Westown Community Development Corporation (WCDC) has been operating as an independent, incorporated non-profit agency since 1994. It is their goal to promote neighborhood revitalization and long-term stability in the Westown service area (Cleveland's Ward 11) through the development and implementation of public benefit programs, residential and commercial rehabilitation, neighborhood planning and community engagement.

### **JOB DESCRIPTION**

**Position:** Administrative Assistant for Non-Profit Organization

**Location:** 10313 Lorain Avenue Cleveland, OH 44111

**Status:** Part-Time; 20 hours per week

**Salary:** Commensurate with experience

**Reports To:** Executive Director

#### **Responsibilities:**

- Oversee office supplies & inventory and order as needed
- Contact vendors and or technicians for equipment repair
- Schedule meetings
- Create, and maintain a database that will update membership and resident services
- File management of organizational documents
- Prepare occasional mailings and mail merges
- Assist with creating Word, Publisher & Excel documents
- Referral of community services and follow up with residents and community organizations and government offices
- Perform all other duties as assigned

#### **Qualifications:**

- Must be proficient in Microsoft suite, Word, Publisher & Excel
- Professional written and verbal communication skills
- Ability to work independently and creatively
- Two years minimum of experience in a non-profit setting
- Must be able to lift up to 10 lbs.
- Experience with community engagement

Please send resumes to [info@westowncdc.org](mailto:info@westowncdc.org). Please do not call. Position open until filled.