



Administrative Office Assistant

About the Organization:

Junior Achievement of Eastern Ohio empowers young people to own their economic success through financial literacy, workforce readiness, and entrepreneurship education. Junior Achievement of Eastern Ohio reaches thousands of students annually in Ashtabula, Columbiana, Mahoning & Trumbull Counties.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school. Members of the JA team interact with community leaders who support JA with their time, talent, and treasure. Junior Achievement of Eastern Ohio offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION TITLE: Administrative Office Assistant

COMPENSATION: Part-Time

QUALIFICATIONS: Administrative experience preferred

POSITION CONCEPT:

Junior Achievement of Eastern Ohio is seeking a part-time Administrative Office Assistant to provide organizational, clerical, and operational support for staff, programs, and events. The Administrative Office Assistant will play an important role in helping the team stay efficient, organized, and focused on delivering high-quality programming to students. This position is ideal for someone detail-oriented, personable, and eager to contribute to a mission-driven nonprofit.

PRIMARY DUTIES:

- Provide general administrative support, including answering phones, responding to emails, filing, and data entry
- Maintain accurate records and databases (training provided on JA's systems)
- Assist with preparation of program materials, mailings, and communications
- Support event logistics including registrations, confirmations, and day-of event assistance
- Assist with scheduling meetings, preparing agendas, and taking minutes as needed
- Monitor office supplies and coordinate purchasing as necessary
- Provide excellent customer service to educators, volunteers, partners, and community members
- Support staff with special projects and other program-related needs as assigned
- Other duties as assigned

EDUCATION/EXPERIENCE REQUIRED:

- High school diploma required; associate's degree or related office experience preferred
- Strong organizational and time management skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and willingness to learn new systems
- Strong written and verbal communication skills
- Ability to manage multiple tasks and meet deadlines
- Attention to detail and accuracy in work
- Capable of working independently and collaboratively in a team environment
- Professional demeanor and positive attitude

PHYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally reach with hands and arms, continually talk or hear, occasionally bend, lift, or climb, frequently lift and carry light weights (up to 25 pounds), and adjust or focus vision.

TO APPLY

Send resume along with cover letter and references:

Email: michele.merkel@ja.org

Subject line: Administrative Office Assistant

Junior Achievement of Eastern Ohio is an Equal Opportunity Employer. JA of Eastern Ohio does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. The position description in no way states or implies that these are the only duties to be performed by the employee. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

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