

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT | APRIL 2019

The Wexner Foundation seeks to engage two self-motivated, highly-organized Administrative Assistants to join our growing team. The Wexner Foundation focuses on strengthening Jewish professional and volunteer leaders in North America and Israel with seven programs servicing more than 3,000 past and present participants.

Based in the Foundation's headquarters in New Albany, Ohio, the Assistants will work as part of an administrative team to support specific programs, playing an integral role in the recruitment and application process of new program participants and handling the travel, logistics and generation of materials for several conferences throughout the year.

The ideal candidate will be highly organized, with a strong attention to detail, and be comfortable adapting to changing needs and priorities. He or she will be dependable, with the ability to remain calm under pressure and tight deadlines. The Wexner Foundation offices provide a semi-open office space that encourages collaboration and problem-solving – the candidate should be a person who thrives in an open and social setting. The Foundation programs are cyclical, and workload can vary throughout the year; it is important that the candidate be able to prioritize work and ask for help when necessary.

DUTIES AND RESPONSIBILITIES

- Provide proactive and comprehensive administrative support to the program team to anticipate their needs and carry out critical team activities.
- Work closely with our database team to ensure smooth experiences for new program applicants as well as current participants and alumni.
- Maintain paper and/or electronic filing systems, keeping accurate records of everything from program curricula to expense reports and vendor bills.
- Greet callers or visitors and handle their inquiries or direct them to the appropriate persons according to their needs with the highest caliber of customer service.
- Work closely with program directors and design team, manage the production of all materials for conferences, classes and other Foundation events.
- Participate in program budgeting processes and keep detailed records for real-time budget tracking.
- Conduct research on various vendors related to event and conference planning, using both online and telephone searches.
- Oversee office supply inventory, maintaining an organized workroom and effectively ordering supplies, both pro-actively and as needed.
- Utilize new office technologies as they are developed and implemented.
- Arrange conference, meeting or travel reservations for staff, faculty and Foundation participants as needed.

THE WEXNER FOUNDATION

- Process expense reports for staff, faculty and Foundation participants.
- Provide onsite support for conferences at remote sites, serving as liaison to hotel and conference center staff and supporting the needs of staff, faculty, and participants.
- Update internal or external sides of Foundation website/database.
- Manage special projects and contribute to other team members' work as needed.

PREFERRED QUALIFICATIONS AND SKILLS

- High degree of computer proficiency
- Excellent written and oral communication skills
- Experienced in Excel, PowerPoint and Word, with an interest in learning to use other programs as needed
- Strong problem solving and analytical abilities
- Ability to multi-task, but focus on deadlines
- Bachelor's degree, or equivalent combination of education and experience
- Willingness to travel for conferences 2-4 weeks per year
- Must be able to pass a background screening

TO APPLY

Send resume and cover letter to Chief of Staff Rachel Sosin, rsosin@wexner.net.