



stclair superior
development corporation

St. Clair Superior Development Corporation

Part-Time Administrative Assistant

Job Description

BACKGROUND

St. Clair Superior Development Corporation (SCSDC) seeks a self-motivated individual to fill the role of a part-time administrative assistant.

SCSDC serves the St. Clair Superior neighborhood, a unique Cleveland community located between the city's two largest employment centers (Downtown and University Circle) and directly borders the MidTown, Hough, Glenville, and Downtown neighborhoods (see map). Once an industrial hub with factories and companies employing workers who lived in the neighborhood, today it is home to many diverse populations speaking as many as 23 languages and dialects.

A strategic investment by the Jack, Joseph, and Morton Mandel Foundation has created exciting momentum for rebuilding the organization and refreshed leadership. Thus far in 2021, progress has yielded recruitment of talented community members to serve on the board, and the hiring of a new executive director. A strategic planning process was undertaken, and will be presented in early 2022.

PRIMARY DUTIES & RESPONSIBILITIES

The Administrative Assistant will perform the following duties:

- Be the SCSDC office's first point of public-facing contact, answering phones and greeting visitors
- Serve as the primary contact with our accountant regarding monthly bills and financials, and maintaining the necessary accounting files
- Assist with paying monthly bills.
- Address requests from auditors and work closely with them as needed
- Keep track of and monitoring our restricted grants
- Ensuring timely submission of monthly CDBG reports as well as other necessary grant reporting
- Handling Board mailings, Board meeting invitations, and handle all administrative requests related to the Board of Directors

- Interfacing with our landlord, copier service person, phone company, internet provider and other ongoing vendor relationships
- Collate and distribute physical mail
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence
- Write and edit documents, including letters
- Create and maintain filing systems, both electronic and physical
- Assist in scheduling meetings for the executive director.

QUALITIES OF A SUCCESSFUL CANDIDATE

- A sense of urgency in executing daily tasks
- The confidence to make independent decisions
- A general amiable and friendly demeanor, alongside thorough follow through on external requests and deliverables
- The willingness to communicate and collaborate with other administrators and support personnel, management, residents, and stakeholders
- Organizational skills and the ability to prioritize tasks
- Successful track record in managing projects
- Excellent verbal and communication skills
- Writing/Typing/MS Office
- Quickbooks or other accounting software

PREFERRED QUALIFICATIONS

- No less than three years' experience in nonprofit administration or operations or related field
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

This posting is for a part-time, hourly position for 20-25 hours a week and is not eligible to receive benefits from SCSDC. The compensation range for this position is \$16-\$19 per hour. Applications must be received by 5:00pm on Wednesday, December 8th.

SCSDC is a proud equal opportunity employer.

Please email your resume along with a cover letter to:

iferra@stclairsuperior.org with the subject line "**Application for SCSDC Admin**" for consideration. No phone calls, please.