

**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 AvenueCleveland, 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. Please do not call. Position open until filled.