

Administrative Support Specialist



The Ohio Head Start Association, Inc. (OHSOI) seeks a dynamic team member to lead and support our administrative efforts as we work to support Ohio's Head Start programs. It offers the opportunity to support our team in advancing Head Start and engaging families, staff and key partners.

OHSOI is the non-profit member association of Ohio's Head Start providers. Our members operate high quality programs that are a child-centered, family focused, comprehensive and community-based. Head Start provides comprehensive education, health, nutrition, dental, mental health, social services and parent engagement opportunities to low-income, special needs and at-risk children and their families.

This job requires attention of many important details of the support of the broad range of OHSOI operations, including supporting the day-to-day functions and association operations and initiatives. Work in this position focuses on the essentials of supporting the management of the details of OHSOI financial transactions; meeting administration, registration processes, record keeping, CEU tracking, member database management, data reporting and related duties. Work in this position focuses on supporting effective operations and quality conferences and other network and learning opportunities, portraying OHSOI positively to members and to the larger early childhood community and supporting strategic relationships and partnership that will benefit the Association and its members.

As a team member, you'll enjoy a supportive, dynamic and flexible workplace and opportunities to grow and develop new skills.

OHSOI is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. OHSOI benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. OHSOI is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status or disability.

Please apply by September 20th, 2022. [Click Here](#) to complete the application and upload cover letter and resume.

OHSAL POSITION DESCRIPTION

JOB TITLE:	Administrative Support Specialist		
REPORTS TO:	Executive Director		
HOURS:	40		
EXEMPT – ON-SITE	Dayton, Ohio		
SALARY RANGE:	\$35,000	to	\$45,000

Position summary: This job requires attention of many important details of the support of the broad range of OHSAL operations, including supporting the day-to-day functions and association operations and initiatives. Work in this position focuses on the essentials of supporting the management of the details of OHSAL financial transactions; meeting administration, registration processes, record keeping, CEU tracking, member database management, data reporting and related duties. Work in this position focuses on supporting effective operations and quality conferences and other network and learning opportunities, portraying OHSAL positively to members and to the larger early childhood community and supporting strategic relationships and partnership that will benefit the Association and its members. Major responsibilities of this position include, but are not limited to:

1. Greet visitors and answer main phone line
2. Work with the Executive Director and the Operations Director for all training/workshop events
3. Assist with coordination and implementation of Community of Learners with Operations Director
4. Manage the database software system, included but not limited to the following:
 - a. Implement event creation and full spectrum of event management in the MemberLeap Association Management software and associated Learning Management System
 - b. Annual dues billing
 - c. Data tracking and reporting
 - d. Monthly newsletter
 - e. Strategic communication based on content
5. Implement event promotion, ensuring materials are distributed in a timely manner prior to the meeting
 - a. Includes mailers, eblast, social media
6. Maintain registration records for each event and items required for IACET Accreditation compliance
7. Coordinate onsite materials for event management and support event on-site
8. Attend General OHSAL Board Meetings and Executive Committee meetings and take minutes of the meeting

- a. Prepare minutes for review and email to the Board and Executive Committee within 7 days of the meeting
9. Maintain the OHSAl Key Dates list and budget planning document available on the OHSAl website
10. Support event operations on-site
11. Support OHSAl Elections process
 - a. Implement process to collect voting member information from agencies
 - b. Support creation and dissemination of annual ballot
 - c. Keep meeting attendance records of all OHSAl voting members to ensure their appropriate attendance in meeting voting requirements per by-laws
 - d. Carry out the clerical processes at OHSAl February meetings to ensure appropriate voting processes
12. Assist with reconciliation records /reports from OHSAl travelers
13. Work as assigned by the OSHAI Executive Director and Operations Director related to sub contracts and/or other lines of business
14. Assist with other duties as assigned

ACCOUNTABILITIES:

- The employee fulfilling this position is accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail and timely completion of work. Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and a commitment to conducting all activities in a manner that enhances and promote the good image and reputation of the Ohio Head Start Association. The employee must also be willing to engage in professional development efforts as available to the position and as requested by the supervisor.

QUALIFICATIONS AND REQUIREMENTS

Knowledge/Skills

- Technically competent with various software programs including Outlook, Word, Excel, Google Docs, Power Point, and ability to learn MemberLeap
- Ability to lift at a minimum 40 pounds with safety precautions
- Walk, bend, kneel, reach overhead, stoop, bend at waist, feel and operate objects, tools, or controls
- Must be able to stand or sit for long periods of time
- This position has specific vision abilities including close vision and the ability to adjust focus
- Repetitive uses of fingers, hands, wrists for computer entry work
- Ability to maneuver stairs
- Head Start experience and knowledge preferred
- Previous experience (minimum 1 year) with data entry and the use of various software data collection systems
- Fluent mathematical skills
- Valid driver license, reliable automobile, liability insurance and availability to travel overnight on several occasions during the year
- Commitment to conducting all activities in a manner that enhances and promote the good image and reputation of the Ohio Head Start Association