



Employment Opportunity

Executive Support Specialist

Reports to: Chief Operating Officer

Employment Status Classification: Full Time, Exempt

The Executive Support Specialist (ESS) will provide high-level administrative support to the Executive Director and the senior leadership team. Reporting directly to the Chief Operating Officer, the Executive Support Specialist manages the organization's office – operations, inventory, supplies, office equipment maintenance, vendors, and document/forms management. This role also serves as the administrative liaison to the board of trustees.

The ESS must be familiar with and enjoy working within a nonprofit environment and have the ability to anticipate needs, exercise good judgement, and offer solutions with professionalism and confidentiality.

The ideal candidate will possess strong administrative, project management, organizational and written and verbal communication skills.

Essential Functions:

Office Administration

- Organize, plan and execute office projects as needed, including but not limited to resource room setup, maintenance and messaging, routine office clean up (document shredding and file management) and supply room inventory and organization.
- Serve as the main office "gatekeeper" by greeting visitors and answering, screening and directing phone calls and inquiries.
- Monitor and maintain inventory of office products and supplies.
- Assist with document creation and preparation for meetings and presentations (board of trustees, funders, legislators, school administrators, and other stakeholders).
- Update and maintain office and organization forms – electronic and paper versions.
- Create and manage digital documentation.
- Manage vendors, including IT and office equipment providers.
- Provide event support including venue selection, catering, and logistics.
- Arrange travel and conference registrations for organization staff.
- Provide IT support to include tracking of inventory and purchase/distribution of equipment.
- Provide HR support to include file management, interview scheduling, recruitment, staff onboarding and orientation.
- Provide fundraising/event support including logistics, setup, venue and vendor support.

- Research, prioritize and follow-up on incoming issues and concerns, including those of a sensitive or confidential nature.
- Update and maintain staff/group email lists.
- Facilitate internal and external meetings by scheduling, note taking, providing meeting minutes, and appropriately following up on deliverables.

Executive Support

- Work closely with the CEO to keep them well informed of upcoming commitments and obligations, monitor the CEO's calendar and assist with scheduling meetings, appointments and follow-ups.
- Ensure CEO's needs for preparation are met in advance of meetings, speaking engagements, conferences, etc.
- Serve as the administrative liaison to the board of trustees.
- Process expense reports and assist with credit card/purchase documentation.
- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make recommendations to ensure smooth day-to-day engagements.
- Follow up on contacts made by the CEO; including follow up correspondence to encourage the cultivation of ongoing relationships.
- Other projects/duties as assigned for the overall benefit of the organization.

Qualifications and Skills:

- Bachelor's degree preferred; High School Diploma/GED required.
- 5+ years of related experience preferred working within an executive assistant role supporting C-Level executives.
- Experience in a nonprofit setting preferred.
- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint and Teams)
- Knowledge of communication platforms and applications preferred, including Survey Monkey, Canva, Jotform.
- Ability to communicate effectively and professionally.
- Must have experience and a high comfort level with working independently, taking initiative and being self-directed.
- Flexible hours as dictated by the needs of business for projects and meetings.
- Preferred Attributes:
 - Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
 - Commitment to excellence - perform duties at the highest level possible on a consistent basis.
 - Excellent communicator - ability to interact with people of all levels in a self-assured and professional manner.
 - Demonstrate ability and temperament to work with sensitive and confidential information.
 - Team player - have team-oriented experience and approach.

- Service focus - dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships and a focus on the organization's mission.

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To apply, please send cover letter and resume via email to:

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