



**MidTown Cleveland, Inc.  
Job Description  
Administrative Assistant**

**About MidTown.** MidTown Cleveland, Inc. (MTC) is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to develop a dynamic neighborhood that unites the city's downtown and innovation districts. MTC has seen remarkable growth and transformation over the past several years as more businesses, nonprofits, residents, and institutions move to the neighborhood, stimulating development and helping change the area from a pass-through to a place. More information on MTC is available at [www.midtowncleveland.org](http://www.midtowncleveland.org).

**Position Overview:** MidTown Cleveland, Inc. is seeking a dynamic and detail-oriented individual to join our team as Administrative Assistant ("AA"). The AA will provide administrative and back office support to the busy MidTown team and assist in event planning and meeting coordination. The AA will also be the outward face of MidTown for community members and stakeholders visiting or calling our offices. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, well-organized, and a good problem solver.

**Job responsibilities.** The candidate must have the skills and experience to perform the following duties.

- Primary responsibility for receptionist, clerical and administrative office functions including answering phones, greeting visitors to the office, mailings, database management, monitoring inventory of and ordering of supplies, and basic office tasks and errands
  - Organize and schedule meetings and appointments for the Executive Director and other staff as needed, and coordinate use and scheduling of conference rooms from outside groups
  - Provide a high level of customer service to community members, partners, and visitors
  - Coordinate with IT department on all office equipment
  - Manage relationships with vendors, service providers and landlord
  - Lead and assist in event planning and coordination
  - Coordinate closely with part-time Manager of Office Administration who will handle accounting and human resources
- Other related duties as assigned

**PRIMARILY INTERFACES WITH:** MidTown Cleveland, Inc. staff, community members and residents.  
Reports to MidTown's Executive Director.

## QUALIFICATIONS

### Education and Experience

- Bachelor's degree or equivalent professional work experience; college degree preferred
- Experience and comfort working with and relating to diverse populations
- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office

### Personal Characteristics

- Strong written, oral, and interpersonal communication skills
- Self-starter, resourceful, learner, networker and accountable for results
- Excellent time management and ability to manage and execute a project
- Works independently and in a team environment

**COMPENSATION, BENEFITS, AND HOURS:** MidTown offers competitive compensation and benefits, including retirement options, medical benefits, and paid time off. MidTown is an equal opportunity employer. This position can be either a 50% part time or full time position depending on the candidate's qualifications and availability.

Applications will be reviewed starting immediately until an appropriate candidate is identified. Resume and cover letter stating salary requirements should be emailed to [ckelly@midtowncleveland.org](mailto:ckelly@midtowncleveland.org) with "MidTown Administrative Assistant Application" and your last name in the subject line.