



**MidTown Cleveland, Inc.**  
**Job Description**  
**Office Administrator**

**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 full-time Office Administrator. This position will provide administrative and back-office support to the MidTown team and assist in event planning and meeting coordination. The Office Administrator will also be the outward face of MidTown for community stakeholders visiting and 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, detail-oriented, and a good problem solver.

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

- Primarily responsible 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 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 office equipment
- Manage relationships with vendors, service providers, and landlord
- Maintain, organize, and restock office supplies
- Maintain the condition of the office and coordinate necessary maintenance
- Coordinate closely with part-time Manager of Office Administration who will handle accounting and human resources
- Support event planning and coordination when directed
- Other related duties as assigned

**PRIMARYLY INTERFACES WITH:** MidTown Cleveland, Inc. staff, visitors, community members, and stakeholders. Reports to MTC's Executive Director.

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree or professional work experience
- Proven office management, administrative or assistant experience
- 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
- Attention to detail and problem-solving skills
- Works independently and in a team environment
- Positive team-oriented attitude

**COMPENSATION, BENEFITS, AND HOURS:** Starting salary for this position is \$45,000 annually. MidTown Cleveland, Inc. offers competitive compensation and benefits. MidTown is an equal opportunity employer. This position is a full-time position.

Applications will be accepted on a rolling basis until the position is filled. Resume and cover letter should be emailed to [ckelly@midtowncleveland.org](mailto:ckelly@midtowncleveland.org) with "MidTown Office Administrator Application" and your last name in the subject line.