



The Down Syndrome Association of Northeast Ohio
Position Description

Position Title:	Office Manager/Volunteer Coordinator
Normal Working Hours:	20-25 hours per week
Immediate Supervisor:	Executive Director
Position Status:	Non-Exempt

Duties:

1. Perform office related tasks including: screening phone calls, greeting visitors, vendor contacts, mail processing, financial functions related to A/P, A/R, donation letters, maintaining administrative files as directed and coordination of communications in and out of the DSANEO office
2. Recruit and manage volunteers for DSANEO programs and special events
3. Coordinate community social events including scheduling, site planning, and volunteer coordination, event day registration and follow up.
4. Participate on ad hoc committees as assigned by Executive Director
5. Professionally and appropriately represent DSANEO at events or other public relations opportunities
6. Other duties as assigned by the Executive Director

Skills and Qualifications:

1. Post-secondary degree preferred within the scope of community relations and social outreach
2. Valid Ohio Driver's License and excellent driving record; insurable for driving purposes
3. Fluency in Spanish preferred but not required
4. Excellent written and verbal communication skills
5. Ability to maintain and distribute documentation and information accurately, in writing and electronically
6. Ability to work effectively and efficiently with peers, executive management and community partner agencies
7. Effectiveness in problem-solving, multi-tasking and self-direction
8. Willingness and ability to adapt to change in duties, work environment, leadership, strategies and organizational direction

Other:

1. Any offer of employment at DSANEO is contingent upon a background check.
2. Some nights and weekends required.

To be considered for this position, please forward resume and cover letter to:

Toni Mullee **via email** at toni@dsaneo.org **OR by mail to:**
Down Syndrome Association of Northeast Ohio
Attn.: Toni Mullee
6533-b Brecksville Rd.
Independence, OH 44131