



**OMEGA**  
COMMUNITY DEVELOPMENT CORPORATION

**Omega Community Development Corporation  
Hope Center for Families  
EXECUTIVE ADMINISTRATIVE ASSISTANT**



**TITLE:** Executive Administrative Assistant  
**FLSA CLASSIFICATION:** Exempt, Salaried  
**SALARY RANGE:** \$55,000 to \$65,000 Annually  
**REPORTS TO:** President

**EFFECTIVE DATE:** 9/19/22  
**LOCATION:** Dayton, OH  
**POSITION TYPE:** Full time

**ABOUT OMEGA CDC**

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan entails building a community center, the Hope Center for Families, which is currently under construction and scheduled to open in October 2021; a senior housing facility, the Omega Senior Lofts, which opened on May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and a worship center.

**ABOUT THE HOPE CENTER FOR FAMILIES**

An initiative of the Omega CDC to reduce inter-generational transmission of poverty and revitalize northwest Dayton by providing high-quality services to low-income individuals and families. Here, they will work to achieve and sustain self-sufficiency by developing the life skills, work skills, and confidence needed to succeed. The 28,000-square-foot facility will focus on addressing the major factors that can lead to poverty reduction.

The Hope Center collaborative will use key anchor institutions (Dayton Children's Hospital, Mini University, Omega CDC, Sinclair Community College) to provide services and support. Each partner is dedicated to the overall goal and the two-generation model so that outcome measures can be set for cross-program referrals and monitored for success.

**POSITION DESCRIPTION**

Reporting directly to the President, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community

oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **PRIMARY RESPONSIBILITIES**

- Plans, coordinates, and ensures the President's schedule is followed and respected. Provides "gatekeeper" and "gateway" roles, creating win-win situations for direct access to the President's time and office.
- Schedules meetings as requested by the President
- Maintains calendar and manage appointments for President with staff, community leaders, and potential sources of private funders in the campaign
- Communicates directly, and on behalf of the President, with Board members, donors, Foundation staff, and others, on matters related to President's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Conduct research as requested for executive-level projects to sustain and enhance the mission of the Omega CDC
- Prepares proposals, grant applications, and supporting documents
- Maintains current records in database, paper, and electronic files, including grant tracking and reporting.
- Organizes campaigns or events that will lead to soliciting donations
- Maintains and implements funding calendar activities, including cultivation activities
- Provides a bridge for smooth communication between the President's office and internal departments, demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with the President to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense of the issues taking place in the environment and keeping the President updated.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the President, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the President's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, and proactively, and follows through on projects to successful completion, often with deadline pressures.
- Serves as the President's administrative liaison to the Omega CDC board of directors
- Assists board members with travel arrangements, lodging, and meal planning as needed

- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Ensures that the President's bio is kept updated and responds to requests for materials regarding the President and the organization in general
- Edits and completes first drafts for written communications to external stakeholders
- Works with the Strategic Initiatives team in coordinating the President's outreach activities
- Follows up on contacts made by the President and supports the cultivation of ongoing relationships
- Creates and edits acknowledgment letters from the President to donors
- General Administrative Tasks as requested by the President

### **KNOWLEDGE & SKILLS REQUIRED**

- Position continually requires demonstrated poise, tact, and diplomacy.
- Work requires prioritized attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines.
- Work requires a high level of understanding and experience in supporting the President with community development, fundraising, and grant writing.
- Must be highly organized with the ability to implement systems and follow-up processes, and able to effectively work under pressure, use independent judgment, and produce a quality work product within tight time constraints.
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors
- Expert level written and verbal communication skills Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment
- Forward-looking thinker, who actively seeks opportunities and proposes solutions

## **QUALIFICATIONS**

- Bachelor of Arts degree is required; Master of Science degree in sociology or community development is preferred
- Previous work and/or volunteer experience in non-profit organizations is highly preferred
- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Google Suite, Adobe Acrobat, and Social Media web platforms.

## **WORKING CONDITIONS:**

Work is performed primarily at the Omega Hope Center for Families. Some local travel is required for meetings, community engagement, and required presentations. Longer distance travel may be required for necessary trainings. Normal office hours are 9am – 5pm, Monday through Friday. Some evening or weekend hours may be necessary.

## **NON-DISCRIMINATION POLICY**

*Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.*

## **To Apply:**

*Send your cover letter & resume with the job title in the subject line to [info@omegacdc.org](mailto:info@omegacdc.org)*