

MILESTONES AUTISM RESOURCES

Administrative Assistant

Founded in 2003, Milestones Autism Resources, helps individuals with autism throughout Northeast Ohio reach their unique potential and is the first call for help at each transition of an individual's life. Milestones focuses on educating and coaching for family members and professionals in evidence-based practical strategies. Milestones' core programs are its annual conference, free helpdesk, individual consultations, agency trainings and online resources. Milestones serves more than 2,400 people each year. The website milestones.org hosts more than 1,000 autism resources, reaching 80,000 unique visitors annually.

Job description: The **Administrative Assistant** performs administrative and office support activities for multiple supervisors. We are looking for an individual who is efficient and comfortable being a member of a team. 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, a good problem solver and organized. Assuring a steady completion of workload in a timely manner is key to success in this position. The Administrative Assistant will provide support in the following areas:

- Greet office visitors and callers and other receptionist duties
- Provide administrative support / general administrative duties
- Updating Contact and Registration Database
- Update online calendar of area autism events
- Maintain records of all events for various reports
- Other duties as assigned

Qualifications:

- Outstanding attention to detail
- Discretion and ability to handle confidential information related to individual clients
- Pleasant, professional, caring phone demeanor
- Proficiency in word, excel, database entry and reporting, mail merge programs
- Flexible team player
- Strong communication skills
- Strong organizational skills and dedication to completing projects in a timely manner
- Strong customer service attitude

Location for work: East side suburban Cleveland office

Position: Part-time, salary based on experience, non-exempt.

Supervisor: Office Manager

Working Conditions and/or Physical Requirements:

- Physical requirements associated with normal office working environment
- Ability to operate standard office equipment
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

PLEASE SEND COVER LETTER, RESUME, WRITING SAMPLE, LIST OF REFERENCES TO jobs@milestones.org
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Milestones is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex (including pregnancy), age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law.

Milestones will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Milestones is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.