



(216) 342-4417 • beinmotion.org
23905 Mercantile Road, Beachwood, OH 44122

Position: Administrative Assistant
Reports to: Community Outreach Manager
Classification: non-exempt, 30 hours/week

The Administrative Assistant (AA) supports the administrative team, 30 hours per week. The ideal candidate must be able to manage and complete multiple tasks in a fast-paced environment, be customer and relationship-centered and able to communicate with a variety of stakeholders. Fluid management of projects assigned or proactively sought is critical. Must be able to anticipate needs, clear obstacles, and identify and take ownership of projects that need to be done.

Essential Job Functions

The AA will be responsible for providing clerical, client and volunteer support and assistance, data entry, and meeting management support to the Community Outreach Manager and the Chief Operating Officer. Specifically, this position will

- Coordinate Board and Committee meeting logistics and distribute materials
- File and maintain office documents
- Maintain stockroom inventory, including tracking and notifying COO when items need to be reordered
- Respond to information requests received by phone or email
- Assist clients with class registration
- Track volunteer hours
- Communicates with clients regarding onboarding, assessments
- Inputs client data
- Special projects and other tasks as assigned.

Qualifications

- Bachelor's degree or a minimum of three years' work experience
- Ability to connect with people from a variety of backgrounds
- Proficient in MS Office Word, Excel and Outlook
- Proven organizational skills
- Effective communications skills and a professional attitude
- Ability to prioritize work and manage multiple priorities
- Excellent project management skills
- Passion, idealism, integrity, positive attitude, mission driven and self-directed
- Demonstrated sensitivity and compassion for people with chronic disease

Skills

- Understanding of people, positive outlook and willingness to embrace InMotion's mission

- Excellent written and verbal communication
- Ability to delegate and follow up on responsibilities in a timely fashion
- Highly organized with attention to detail in a fast-paced environment
- Strong interpersonal skills

InMotion

InMotion, a nonprofit organization located in Cleveland, OH, is at the forefront of community-based programming for people with Parkinson's disease. Since opening our doors in 2015, InMotion serves over 1,100 participants in Northeast Ohio. Our integrated and holistic wellness program is designed to complement the care our participants receive from their healthcare team in ways that address mind, body and spirit. InMotion is completely funded through donations from individuals, businesses, and foundations and offers its programs free of charge to people with Parkinson's disease, eliminating the barrier of cost for the people it serves.

Submit a letter of interest and resume to: John Ambrose, jambrose@beinmotion.org. No phone calls.