



Position Available: Administrative Assistant to the CEO of ASIA  
Location: Akron Office with occasional travel to Cleveland  
Pay Rate: (1.0 FTE, non-exempt) Based on qualifications

#### ABOUT ASIAN SERVICES IN ACTION

Asian Services in Action (ASIA) was founded in 1995 by four Asian immigrant women who sought to improve the quality of life for Asians in Northeast Ohio. ASIA became a 501(c)(3) organization in 1996.

ASIA is the largest comprehensive health and social services 501(c)(3) organization serving the Asian American, Pacific Islander (AAPI), immigrant, refugee, limited English proficient (LEP) communities in the State of Ohio. ASIA has taken on the challenge of helping the underserved, low-income and immigrant communities across the state. The organization provides social services and health care services for over 58,000 individuals coordinated out of three offices located in Cleveland and Akron, Ohio. ASIA provides culturally and linguistically appropriate resources to ensure effective programming that addresses the needs of the community. The organization also serves as the leading advocacy voice for Ohio's AAPIs, working in partnership with other Ohio AAPI ethnic, voluntary, and social organizations.

Position Description: The Administrative Assistant provides ongoing support to the CEO.

#### Responsibilities:

##### Administrative Support

- Assist the CEO with organizing and managing their daily schedule, including scheduling meetings, keeping staff updated regarding the CEO's availability, and providing and/or generating itineraries and agendas as needed/requested;
- Retrieve documents or other information as needed prior to meetings or events;
- Prepare materials for the CEO's meetings, conferences, speaking engagements, or events as requested;
- Serve as a first point of contact as needed for people seeking to communicate with and/or do business with the CEO;
- Manage emails according to workflows created by the CEO;
- Act as a conduit between the CEO and staff regarding information requests or updates regarding outstanding tasks;
- Prepare the CEO's monthly expense reconciliation report;
- Complete light internet research projects as directed;
- File documents, prepare letters and perform other light secretarial tasks.

##### Board Support & Liaison

- Assist the CEO in all administrative tasks required to hold monthly board of director meetings including sending meeting notifications, drafting the meeting agenda, and collecting and distributing documents;
- Attend board meetings and draft minutes.

##### Miscellaneous Administrative Duties:

- Provide administrative support to regularly scheduled meetings, as assigned,
- Attend meetings as administrative support for the CEO,
- Perform backup work for other administrative staff,
- Provide administrative support work for occasional, non-routine, program-related projects.

Qualifications:

- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks with attention to detail,
- Solid written and verbal communication skills,
- Excellent interpersonal skills both in-person and by phone, with high professionalism and with the ability to build relationships with stakeholders, including staff, board members, external partners, and donors,
- Ability to handle confidential information with discretion,
- Ability to work with diverse staff who are multi-cultural and multi-lingual,
- Excellent computer skills, proficient in Microsoft and Google Environments,
- Ability to work under pressure and maintain high quality of work,
- Must pass criminal background check and have a valid Ohio State driver's license,
- Must be authorized to work in the U.S.

Preferred

- Prior experience in a non-profit organization,
- Familiarity with immigrant and/or refugee communities.
- College degree or equivalent work experience.