



**Office Coordinator**  
Job Description

Ohio & Erie Canalway Coalition is seeking a highly organized and motivated individual with strong communications skills to join our team as our Office Coordinator. The primary responsibilities of the Office Coordinator include managing the Front Desk functions, coordinating office operations, and managing our membership database. The Office Coordinator position requires experience in Word and Excel, familiarity with database management and a willingness to learn new skills. The Office Coordinator reports to the Vice President and Chief Operating Officer and some of the areas of responsibility include, but are not limited to:

- Answering the phones, transferring calls and answering the front door.
- Welcome and greet guests and provide 1<sup>st</sup> floor tours.
- Answer questions and provide information about the project, events, and programs.
- Process the mail.
- Coordinate the Canal Conference Room scheduling, send out conference room agreements, coordinate room set up, cleaning and payment of the room.
- Coordinate the Summit Bicycle Share.
- Coordinate the Healthy Steps and Goodyear Towpath Trek walking programs.
- Maintain database, including updating members, adding member information, generating membership renewal letters and thank you letters.
- Assist with minutes at Board of Director meetings.
- Order and maintain inventory of office supplies.
- Assist with keeping the office clean and safe and assist with office equipment maintenance.
- Assist at events and programs of the organization.

This is a full-time position and requires some evening and weekend hours. The starting salary is approximately \$35,000 and includes full benefits.