

## Maximum Accessible Housing of Ohio

Position: **Administrative Assistant**, full-time  
Location: University Circle, Cleveland  
Exemption Status: Non-Exempt  
Primary Report: Executive Vice President

**How to apply:** Send cover letter, resume, and salary requirements to: [mahofohio@gmail.com](mailto:mahofohio@gmail.com)  
Note "admin assistant" in the subject line.

### Position Summary

The Administrative Assistant is vital to the efficient functioning of the administrative staff of Maximum Accessible Housing of Ohio (MAHO). MAHO operates accessible housing for people with disabilities and provides education and advocacy about accessibility. The Administrative Assistant provides organization and support on multiple projects and works as part of a team with other MAHO staff to meet our mission to "advance accessibility, independence, and inclusion in homes and communities."

### Job Responsibilities

#### Clerical and administrative

- Answer incoming phone calls and respond to and direct calls properly
- Complete miscellaneous clerical work as directed; this includes copying, filing, faxing, scanning, entering data, and assisting with mass mailings
- Check and distribute mail; send outgoing mail
- Manage office supplies and equipment
- Assist with records management and retention

#### Customer Relations

- Interact appropriately with tenants of MAHO properties, program participants, and other parties
- Process tenant work orders and event registrations
- Respond appropriately to office walk-ins

#### Meetings and events

- Assist with scheduling meetings
- Prepare for meetings, workshops, and events; this includes arranging for and serving food as needed
- Assist staff in event planning and execution as directed

#### Other Job Responsibilities

- Assist with human resources and information technology activities as assigned
- Assist other staff in any and all special projects related to the organization
- Other duties as assigned

### Qualifications

- Previous office experience
- Professional and organized
- Proficient with computers and Microsoft Office software
- Strong communication skills with ability to interact well with all types of people
- Flexible and willing to handle varied tasks with changing priorities
- Bachelor's degree preferred
- Experience working with people with disabilities a plus
- Experience in a property management or non-profit office work a plus

### EOE

The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.