

**Cincinnati Staff Assistant:** Responsible for answering the telephones; writing down, logging and forwarding constituent opinions; logging incoming constituent correspondence and phone casework; greeting visitors to the office; recruitment and vetting of interns; maintaining professional appearance of the office; and other duties as assigned.

**Direct Supervision:** Reports directly to the SW Regional Director

**Overtime Status:** Non-exempt (Required to be paid overtime)

**Front Desk Duties:**

- Answer telephones
- Greet visitors to the office
- Assist with various administrative duties
- Monitor delivery and pickup of materials
- Maintain professional appearance of the office
- Answer constituent requests for general information
- Sign for deliveries and forward all delivered materials to appropriate staff members
- Check and forward voicemail messages
- Record constituent opinions—e.g., written or oral correspondence
- Recruit, vet, and train interns

**Qualifications:**

- Strong oral and written communication skills
- Strong organizational skills and attention to detail
- Strong project management skills
- A good listener
- Strong sense of service to constituents
- Work well under pressure
- Ability to exercise discretion
- Ability to maintain confidentiality

**Interested candidates should submit a resume and letter of interest to [ohfederaljob@gmail.com](mailto:ohfederaljob@gmail.com). Applications will be accepted until March 25, or until the position is filled.**