

GAR Foundation, a leading charitable foundation in Akron, Ohio, seeks a **qualified, part-time, Administrative Assistant (30 hours per week.)** The position's primary function is to provide administrative support to a five-member team, including document processing/management duties, appointment/calendar support, preparation of quarterly grant-reporting materials, PowerPoint and related audio-visual set-up, and various reception duties including handling occasional errands. The Foundation is located in the historic Andrew Jackson House, and often hosts community meetings where the Administrative Assistant will also help direct guests and assist the Communications Manager with event management.

The ideal candidate will possess an Associate's degree or higher (preferred), and have extensive administrative support experience, preferably in a small organization. Some of the desired skills include:

- Strong organizational skills.
- Proficient with Microsoft Office applications (Outlook, Word, Excel, PowerPoint.)
- Adept at handling community inquiries about functions of the organization.
- Excellent communication skills and service-oriented demeanor.
- Demonstrated strong writing/grammar skills
- Inclined to embrace technology improvements and help others learn.
- Flexible and team-oriented, with a "pitch in" attitude.

Qualified candidates may submit their resumes via email to [adminsearch@garfdn.org](mailto:adminsearch@garfdn.org) .  
No phone calls, please.