



1400 STATE AVENUE  
CINCINNATI, OH 45204

513.402.1450  
SWEETCHEEKSDIAPERBANK.ORG

### **Administrative Assistant**

**Part-Time** 25 hours a week

**Reports to:** Kara Warden, Program Director

**Salary:** \$15/hr

**Location:** Cincinnati, OH (1400 State Ave. 45204)

**Start Day:** 1/12/2021 (can be flexible on start date)

**Education Requirements:** High School Diploma

**About:** Sweet Cheeks Diaper Bank partners with local social service agencies to provide free diapers to low-income families while raising awareness of the basic health need for diapers. Our mission is to eliminate the existence of diaper need in our community so that all babies have a chance to be healthy, happy, and safe. We were started in October of 2015 and have been experiencing rapid growth and success since then.

### **Essential Duties**

#### **Administrative**

- Greet all visitors and ensure they are properly signed in/out and have appropriate PPE.
- Field phone calls and return voicemails.
- Respond to general emails and schedule some appointments
- Accept deliveries during business hours
- Organize incoming and outgoing mail
- Purchase office and other business supplies as needed

#### **Program**

- Assist with filling monthly partner agency orders.
- Occasionally assist with volunteer groups, especially larger ones.
- Manage community diaper drives by answering questions, providing information or documents, scheduling deliveries of donated product, and sending thank you notes.

#### **Development**

- Assist in processing check donations by ensuring they are properly recorded in our systems.
- Assist with addressing envelopes and writing thank you's to donors
- Curate content for the monthly newsletter



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**Skills needed:**

- Attention to detail
- Excellent written and verbal communication skills
- Excellent customer service skills
- Proven ability to manage multiple duties and priorities in deadline-intensive situations
- Willingness to learn new systems and processes
- Experience with Excel
- Experience with Google Drive
- The ability to handle conflict, confrontation, and uncomfortable situations head-on and with grace
- Should be able to lift, carry, push, and pull up to 30 pounds and stand or walk for extended period of times
- Ability to operate a pallet jack (we will train you)
- Able to flourish in a creative team environment as well as operate independently
- Ability to demonstrate and uphold our core values (Advocacy, Engagement, Inclusion, Innovation, and Respect)

**Schedule and Flexibility:**

Our Administrative Assistant will need to be in the office Tuesday, Wednesday, and Thursday from 9am-3pm and Fridays from 9am-12pm. The additional hours may be worked remotely.

We are closed between Dec. 25<sup>th</sup> and Dec. 31st.

**Benefits:** This position is an opportunity to join a new and quickly-growing nonprofit in Cincinnati's Lower Price Hill community. Our board of directors, donors, and volunteers are very hands-on and energized around the success of Sweet Cheeks Diaper Bank. A flexible schedule, 403(b) retirement plan, parental leave, and generous vacation time and company holidays are offered as well.

**Questions?** Contact Megan Fischer: [megan@sweetcheeksdiaperbank.org](mailto:megan@sweetcheeksdiaperbank.org)

**To Apply:** Email your resume to Megan Fischer: [megan@sweetcheeksdiaperbank.org](mailto:megan@sweetcheeksdiaperbank.org)

Sweet Cheeks Diaper Bank does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.