



*...a lakefront community.*

**St. Clair Superior Development Corporation  
Administrative Assistant  
Job Description**

**BACKGROUND**

The St. Clair Superior Development Corporation (SCSDC) is seeking a self-motivated individual to fill the role of an Administrative Assistant.

St. Clair Superior Development Corporation (SCSDC) serves the St. Clair Superior neighborhood, a unique Cleveland community located between the City's two largest employment centers (Downtown and University Circle) and directly borders the MidTown, Hough, Glenville, and Downtown neighborhoods (see map). While much of the service area remains industrial with factories and publicly traded companies employing workers who live in the neighborhood, it is also home today to many economically and ethnically diverse populations speaking as many as 23 languages and dialects.

**PRIMARY DUTIES & RESPONSIBILITIES**

The Administrative Assistant will perform the following duties:

Office Administrative Tasks:

- First point of public-facing contact, answering phones, monitoring and responding to email communications and greeting visitors
- Interfacing with our landlord, copier service person, phone company, internet provider and other vendor relationships necessary for office functions
- Collate and distribute physical mail
- Create and maintain filing systems, both electronic and physical

Financial Recordkeeping Tasks:

- Primary contact with the accountant regarding monthly bills, generating financial statements and maintaining necessary accounting records and files
- Assist with paying monthly bills using QuickBooks
- Address requests from auditors and work closely (seasonally) as needed
- Monitor all grant awards and maintain the grants tracking report

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Our mission is to build a community where people live, businesses thrive,  
and visitors explore – by connecting people, strengthening the neighborhood,  
and seeking to always be accountable to the community.

EMAIL: [info@stclairsuperior.org](mailto:info@stclairsuperior.org) PHONE: 216.881.0644

- Track timely submission of monthly CDBG reports and other required grant reporting

Executive Director, Staff and Board Support Tasks:

- Prepare and edit communications, such as memos, emails, letters, reports, and other correspondence
- Handle all Board of Directors communications including meeting invitations, Board and committee meeting minutes, and responding to all administrative requests related to the Board
- Assist with preparations, room arrangements and other details to support monthly community meetings and other community events
- Assist in scheduling meetings for the Executive Director

**QUALITIES OF A SUCCESSFUL CANDIDATE**

- A general amiable and friendly demeanor, alongside thorough follow-through on assignments, external requests and deliverables
- Organizational skills and the ability to prioritize tasks
- A sense of urgency in executing daily tasks
- The confidence to make independent decisions
- Successful track record in managing projects
- The willingness to communicate and collaborate with other administrators and support personnel, management, residents, and stakeholders
- Excellent verbal and communication skills
- Writing/Typing/MS Office
- QuickBooks or other accounting software

**PREFERRED QUALIFICATIONS**

- No less than three years' experience in office management, nonprofit or government administration or related field
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds

**COMPENSATION**

This posting is for a part-time, hourly position at a minimum of 30-35 hours a week and is not eligible to receive benefits from SCSDC. The compensation range for this position is \$19-\$23 per hour.

## APPLICATION PROCESS

To apply, please email your cover letter and resume in PDF form to [apply@stclairsuperior.org](mailto:apply@stclairsuperior.org) by no later than 5pm on **Thursday, March 28th**. In-person interviews will begin immediately and will remain open until the position is filled. St. Clair Superior Development Corporation is an equal opportunity employer.

For more information about the St. Clair Superior Development Corporation, please visit the website at <https://www.stclairsuperior.org/> and watch a video, <https://youtu.be/HsVB74YTU9o>.

St. Clair Superior Development Corporation Service Area Map

