

WYOMING SCHOOL FOUNDATION
420 Springfield Pike, Suite K
Wyoming, Ohio 45215

Wyoming School Foundation supports the tradition of excellence in education for every Wyoming student beyond the district's funding through endowed and immediate donations from the community, alumni, and friends.

Job Title: Office Administrator

Description: The ideal candidate is a self-motivated professional with great office skills who is people-oriented and loves to multi-task. The Office Administrator is the backbone of our Foundation, and performs administrative duties including communication and correspondence, donor database management, support for all events and fundraising activities, monthly meeting agendas and minutes, processing donations and grant requests for the schools, general accounting/accounting/finance work. See [Job Description](#) for more details.

The position is 35 hours/week (part time job sharing may be considered), and benefits include 10 paid holidays, 10 paid vacation days and flexible office hours. Job training will be provided.

Requirements:

- Outstanding oral and written communication skills
- Proficiency with Office 365, Google Docs and QuickBooks
- Ability to collaborate well with others and maintain positive relationships with school district staff and community members
- Ability to act in a professional manner
- Ability to maintain confidentiality
- Strong organizational and multi-tasking skills
- Self-motivated

To Apply:

Mail or email the following to the Wyoming School Foundation:

- Cover letter
- Resume

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