

Student Job Description

Agency Name: Simply Living
Job Title: Program Assistant – Education, Outreach, Membership & Fundraising

Number of Openings: 1 **Hours per Week:** 20

Supervisor Name: Ben Redman, Member Services Coordinator
Phone Number: (614) 447-0296 x100
Email Address: ben@simplyliving.org

Job Description:

To assist Simply Living staff and volunteers with responsibilities including:

- Supporting collaborative relationships with University Area Enrichment Association (UAEA) and Sustainable Clintonville, Worthington, Westerville and Grandview groups;
- Organizing and supporting of Earth Institute discussion courses;
- Producing our calendar and newsletter;
- Event planning and implementation;
- Membership tracking and mailings;
- Responding to requests and inquiries;
- Participating in planning and implementing fund-raising events;
- Managing bookstore inventory and ordering;
- Maintaining an accurate membership database;
- Supporting the upgrade and maintenance of the organization's website;
- Publicizing and promoting through media;
- Enhancing liaison and outreach efforts to The Ohio State University students, faculty and staff.

Desired Qualifications:

- Strong communication skills – face-to-face and phone etiquette
- Ability to work with committees and volunteers as part of a team
- Ability to think independently and problem solve
- Solid writing skills
- Public speaking ability
- Basic knowledge of Microsoft Word & Access
- Data entry skills; good attention to detail
- Administrative skills – ability to organize and complete projects
- Ability to work after 5:00 PM on occasion