

Action for Children



Administrative Specialist

Who We Are

Action for Children is the local child care resource and referral agency in central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

What You'll Do

Action for Children, central Ohio's Child Care Resource and Referral agency, is seeking a detail-oriented and organized Administrative Specialist to join its Family and Community Engagement (FACE) team and support outreach and engagement efforts.

Major responsibilities include:

- Manage and respond to inquiries from parents and families and ensuring timely follow-up on requests
- Organize and maintain outreach materials
- Track and input event data
- Provide logistical support for community engagement activities

Successful candidates will have

- High school diploma or equivalent
- Previous experience in an office environment
- Excellent communication skills
- Demonstrated customer service ability
- Ability to maintain a professional demeanor under pressure
- Attention to detail; ability to work in fast paced environment without sacrificing accuracy
- Ability to prioritize and attend to multiple responsibilities
- Must be punctual and consistently available to carry out duties according to schedule
- Agility with MS Office suite (Word, Excel, PowerPoint, etc.) and other office technology
- A desire to contribute to a workplace which values collaboration, diversity, growth, and respect for all people

We are looking for a self-starter who is creative, flexible, and known for being a team player, with strong skills in written and verbal communication, rapport-building, analysis, and problem-solving. The ideal candidate will be committed to the success of the program and team, attending team meetings and agency events, with occasional evening and weekend hours required for special events.

Physical Requirements:

- Ability to sit or stand for extended periods during events or meetings.
- Ability to lift and carry up to 40 pounds, as needed for event setup and material distribution.

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- Ability to use a computer and office equipment for extended periods of time.

Why You'll Love Working with Us

- **Comprehensive Health Coverage:** Enjoy peace of mind with our health, dental, and vision insurance plans starting within 30 days of hire
- **Generous Paid Time Off:** Recharge with ample vacation days, personal days, and holidays
- **Hybrid Work Schedule:** Enjoy the best of both worlds with a mix of remote and in-office workdays
- **Retirement Savings Plan:** We match your contributions (up to 1%) to help you build a secure financial future
- **Paid Parental Leave:** We provide 12 weeks of fully paid parental leave for all new parents, including birth, adoption, and foster care placements. This time allows you to bond with your new addition without worrying about work or finances.

How to Apply

Interested individuals should apply online at:

[Job Opportunities](#)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

**Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. **