



The Ohio Mid-Eastern Governments Association has an immediate opening for a part-time Administrative Assistant to assist with the Economic/Community Development and Transportation programs. Applicants should have a two-year associates degree and/or prior experience with city/regional planning, public administration, or related field. Relevant experience may be considered in lieu of a degree.

The selected candidate will assist program staff with research, data analysis and visualization, editing reports, grant writing, and administrative tasks. The selected candidate will also assist the Finance Director with accounts payable, payroll and general administrative tasks. Proficiency in the use of various software programs such as MS Office (Word, Excel, and PowerPoint), Canva, and Adobe Creative Suite is required.

Strong communication and organizational skills are required. The successful candidate must possess a current valid driver's license and be willing to attend evening meetings.

This is a part-time position with flexible hours, a minimum of 24 hours per week is required.

Please submit a cover letter, resume and contact information for at least three relevant professional or educational references by Monday, September 19, 2022 to:

Ms. Cindi Metz  
Ohio Mid-Eastern Governments Association  
326 Highland Avenue, Suite B  
Cambridge, OH 43725  
[cindim@omegadistrict.org](mailto:cindim@omegadistrict.org)

*The Ohio Mid-Eastern Governments Association is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin (ancestry), disability, genetic information, age (40 years or older), sexual orientation, or military status (past, present, or future).*