



The RIDGE Project, Inc.

Company Profile: The Ridge Project, Inc. is an industry leader in the human services field. Founded in 2000 as a faith-based, Christian, non-profit, The RIDGE Project specializes in Youth Intervention, Fatherhood, Healthy Relationship, Healthy Family, and Workforce Development services. We currently operate throughout the state of Ohio. Through our unique and cutting edge programs, we seek to end generational cycles of family disintegration by training clients to have strong, healthy and permanent marriages, and to be responsible citizens and role models in their schools, families and/or communities. We are rapidly expanding the scope of our services, and are seeking well-qualified individuals who are passionate about strengthening families.

Job Title:

Operations Support Specialist

Date

9-2-2014

Job Description:

1 | SUMMARY OF FUNCTIONS:

The goal of the RIDGE Project Operations Department is to provide seamless, consistent, and predictable support and services to the employees of The RIDGE Project to ensure that they have the tools and infrastructure needed to maximize their impact – both in serving clients and in sustaining and expanding the organization. The Operations Assistant will support The RIDGE Project by providing excellent support to the Operations Director.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- To assist in gathering from Operations Director, Staff and Contractors all data required by various aspects of project reporting, compile and record data on appropriate forms, send data to whatever sources require it, all within time-frames required.
- Conserves Operations Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains Operations Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- To compose, type and take dictation correspondence for Operations Director, and send, as requested.
- Welcomes guests of the Operations Director, in person or on the telephone, and answering or directing inquiries.
- To organize and maintain a filing system for statistical data, budget data, correspondence, project-related information, etc.
- To assist the Operations Director with all practical functions of Human Resources (HR).
- To assist the Operations Director with project-related research, development, and implementation.
- Other duties as assigned.
- By functioning as the personal assistant to the Operations Director.
- By managing the Operations Director's schedule.
- By organizing and maintaining Operations Director's and The RIDGE Project's records and files.
- By collecting, collating and submitting data for Project reports in timely fashion.
- By preparing correspondence, reports, research, analysis, presentations, any other documents as required by the Operations Director.
- By assisting in grant research and writing.
- By assisting the Operations Director in all practical aspects of the RIDGE Project Programs as requested.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Operations Director

Job Location:

Northwest Ohio

Company Industry:

Not for Profit, Ministry

Job Role:

Human Resources/Operations

Joining Date:

Immediate Need

Employment Status:	Full-time	Employment Type:	Employee
Yearly Salary Range:	\$	Manages Others:	No
Number of Vacancies:	1	Other:	
Skills:			
<ul style="list-style-type: none"> • Must demonstrate a lifestyle consistent with the principles and goals of The RIDGE Project. • Must adhere to a strong conviction that healthy marriages produce healthy families and communities. • Must adhere to the policies and directives established by The RIDGE Project Board of Trustees. • Must possess exceptional organizational skills and ability to work without supervision. • Must possess good research (including use of internet research) and analysis skills, including drafting presentations and proposals. • Must be able to anticipate needs and fill them, without being asked. • Must have previous experience in the administrative functions of organizational operations. • Must have excellent written and oral communications skills. • Must be able to multi-task, and accomplish tasks within deadlines, while managing multiple priorities. • High level of discretion when handling sensitive and highly confidential information. • Must work well under pressure. • Must be able to work extended hours, and have a flexible schedule, as needed. • Must possess a valid Ohio driver's license and proof of insurance. • Must agree to adhere to the policies and directives established by The RIDGE Project Board. 			
Career Level:	Entry-Level	Years of Experience:	1 -3 Years
Residence Location:	Northwest Ohio	Degree:	Bachelor's Degree Preferred.
Please Send Application to:			
Name:	RIDGE Project, Inc	Email:	jobs@theridgeproject.com
Address:	J169 State Route 65	Country:	USA
City/State:	McClure, Ohio	Zip/Postal Code:	43534
Phone:	DO NOT CALL/DO NOT VISIT	Fax:	
Company Website:	www.theridgeproject.com		