



PAPPAS & ASSOCIATES

Position Title: Administrative Associate
Reports To: Chief Operating Officer / President / CEO
Location: Ohio Office, with periodic limited opportunities to work remotely
FLSA Status: Non-Exempt
Last Updated: December 2024

Position Summary

The Administrative Associate performs a variety of administrative activities in support of the firm's Lobbyists, Partners, and Owners (subsequently referred to as Lobbyists). This role is responsible for all clerical and administrative support tasks associated with the operations of the firm and its work with clients including scheduling appointments and maintaining calendars, coordinating meetings, covering the reception area and main telephone line, developing and maintaining databases and files, and interacting and representing the firm with clients and other stakeholders. The Administrative Associate also supports all tasks related to the firm's advocacy/lobby events.

Duties and Responsibilities

- Manage calendars for assigned Lobbyists, which includes daily updates and tracking of committees, hearings, travel, conferences, and meetings, ensuring conflicts do not occur and that there is sufficient time for travel and preparation in-between meetings.
- Assist assigned Lobbyists with meeting preparation including printing off or emailing documents, confirming times and locations, and supporting their individualized needs.
- Meet with assigned Lobbyists regularly to clarify and double check scheduling, timelines, and other needs.
- Represent the firm effectively by answering telephones, greeting guests, handling mail, and providing an overall welcoming environment.
- Support lobbying activities, including basic client communications and conducting rudimentary research on issues.
- Mentor, coach and support interns.
- Coordinate dates for advocacy/lobby events, ensuring that all key stakeholders are included.
- Coordinate and plan details with venues, caterers, and other vendors for advocacy/lobby days.
- Prepare information and materials for events including invitations, registrations, handouts, nametags, etc.
- Make travel arrangements in coordination with affected staff.
- Maintain legislative and client contact lists.
- Order and pick up food and materials for meetings and events.
- Track and maintain an inventory of necessary office supplies and refreshments.
- Attend and support firm meetings and events including setting up, cleaning up, serving refreshments, etc.
- Participate in firm staff meetings.

Position Requirements

- High school diploma or equivalent; Associate degree preferred.
- Minimum two years' experience as an administrative or executive assistant.
- Knowledge and/or interest in political and legislative processes is preferred.

- In lieu of a college degree, an equivalent combination of education, training and experience will be considered.

Knowledge, Skills and Abilities

- Commitment to Pappas & Associates mission and values.
- Excellent and consistent attention to detail.
- Deadline-driven with excellent time management ability.
- Strong planning and event management skills.
- Strong client relations skills.
- Ability to manage multiple calendars effectively, including anticipating travel and preparation time.
- Strong overall communications skills, including listening, written and verbal.
- Strong proficiency in technology, specifically Microsoft 365 applications - Word, Excel, and Outlook, and virtual meeting platforms.
- Strong personal accountability and team collaboration skills.
- Ability to receive and give feedback for continuous improvement.
- Ability to effectively work with diverse stakeholders and demonstrate keen cultural awareness, humility, and sensitivity.
- Strong proactive and reactive problem-solving skills.
- Ability to think critically.
- Strong organizational skills and ability to manage multiple projects simultaneously.
- Ability to prioritize and be flexible when priorities change.
- Exhibition of resourcefulness and taking initiative.
- Ability to engage productively in conflicts that occur between individuals and groups.

Minimal Physical Requirements

- Prolonged periods of sitting or standing at a desk and working on a computer.
- Manual dexterity sufficient to operate a keyboard, photocopier, telephone, and other office equipment.
- Physical activity that sometimes requires lifting up to 25 lbs.
- Physical activity that sometimes requires travel by car, train and/or air.
- Physical activity that sometimes requires bending, stooping, reaching, climbing, kneeling and/or twisting.
- Specific vision abilities required include close vision, depth perception and the ability to adjust and focus.
- Must hear and speak English well enough to effectively conduct business over the telephone, computer or face-to-face.

Minimum Environmental Expectations

This position will require working indoors most of the time with some occasional work outdoors for events. The typical workweek is eight (8) hour workdays, five (5) days per week with some occasional weekend work, as well as longer hours when client deadlines warrant. This position requires fast-paced work, which can be stressful at times.

To apply

Please email your resume, cover letter and three references to jtim@kelley-cawthorne.com. The deadline to submit is January 3, 2025.