

🚩 We're Hiring! Training/Event and Office Coordinator 🚩

The Ohio Association of Area Agencies on Aging (o4a) is looking for an organized, motivated Training/Event and Office Coordinator to support our small, mission-driven team! This role offers part-time or full-time options with flexible, hybrid scheduling—perfect for those seeking work-life balance.

Are you passionate about:

- ✓ Supporting a mission-centered organization?
- ✓ Organizing impactful training and events?
- ✓ Delivering excellent service to aging and disability professionals statewide?

Position Highlights:

- ◆ Coordinate statewide education and training programs
- ◆ Provide exceptional member services and office support
- ◆ Flexible, hybrid hours (M-F, 8:00 a.m. to 5:00 p.m.)
- ◆ Competitive wages, paid parking, & benefits

Ideal Candidates Have:

- ✦ 2+ years of experience in event planning & office administration
- ✦ Proficiency in Microsoft Office and familiarity with virtual platforms
- ✦ Strong organizational and time management skills

🚀 Ready to make a difference? Apply now to join our impactful team at o4a!

👉 Apply via email: Send resume to Joanie Daly, daly@ohioaging.org

Find out more about our organization at www.ohioaging.org