



**PREVENT BLINDNESS  
SEEKS  
ADMINISTRATIVE ASSISTANT  
PART-TIME**

**Position Available:** Immediately

**Location:** Columbus, Ohio

*Great opportunity for those seeking a flexible office schedule in a friendly environment dedicated to helping people maintain healthy vision for a lifetime.*

**Qualifications:** High School diploma and previous experience in an office environment required; excellent communication skills, demonstrated customer service ability; attention to detail; ability to multi-task and prioritize; proficient with MS Office suite and other office technology; and familiarity with database systems.

**Responsibilities:** Responsible for office administration duties for an office of twelve employees. Duties include: answering all phone inquiries, processing mail (including mailing packages for staff); stocks/monitors and orders office supplies, performs routine upkeep of office machines/technology and initiates repair calls, assists with a variety of administrative duties (typing, data entry, preparing reports, etc), process daily bank deposits, process weekly thank you letters, assists with administrative duties for community services programming including contacting program clients and updating database records.

**Reports to:** Vice President

**Compensation and Benefits:**

- ◆ Pay Range: \$16 per hour, negotiable based on experience
- ◆ Up to 25 hours per week, flexible work schedule
- ◆ 403(b) defined retirement program with 140% company match on 2nd anniversary

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**Respond to:**

**AMY PULLES/PREVENT BLINDNESS /1500 West Third Ave.,  
Suite 200/Columbus, OH 43212; 614-464-2020 Fax: 614-481-9670  
email: [amyp@pbohio.org](mailto:amyp@pbohio.org)**

**About Prevent Blindness:**

*Founded in 1908, Prevent Blindness is the nation's leading volunteer eye health and safety organization dedicated to fighting blindness and saving sight. The Ohio Affiliate of Prevent Blindness serves all 88 Ohio counties, providing direct services to 1,000,000 Ohioans annually and educating millions of consumers about what they can do to protect and preserve their precious gift of sight. For more information or to make a contribution, call 800-301-2020. Visit us on the web at [pbohio.org](http://pbohio.org), Facebook at [facebook.com/pbohio/](https://facebook.com/pbohio/), or Twitter at [twitter.com/PB\\_Ohio](https://twitter.com/PB_Ohio).*

**Prevent Blindness, Ohio Affiliate is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, genetic information, religion, age, disability or military status in employment or the provision of services.**