

Do you believe all people have ability and value and should be **treated with dignity and respect**?

Do you want to be part of an organization that believes in **the transformational power of work**?

Do you want to join a team that truly **cares about each other and every client** they serve?

Do you want the opportunity to be at the **leadership level** with opportunities for **continued growth and development**?

If you answered yes to those questions,

Dress for Success Cincinnati could be a great place for you!

Dress for Success Cincinnati (DFSC) has a mission to empower women to achieve economic independence by providing a network of support, professional attire and development tools to help them thrive in work and in life.

We are looking for candidates who want to help women dream and reach their potential. We want candidates who want to work for an organization that demonstrates compassion, and kind accountability, and where diversity is valued, and inclusion is a priority in an equitable environment both for employees and clients.

Administrative & Data Coordinator

The Administrative & Data Coordinator acts as the key front-line ambassador for Dress for Success Cincinnati and supports the executive director and leadership team with both routine and special projects, ensuring efficient office operations and maintains Dress for Success Cincinnati's Salesforce Database to track client and donor data.

In this role, you will be accountable for how well you perform against specific metrics, and your ability to

- Support the executive director with routine tasks and special projects, including scheduling, coordinating meetings and preparing reports
- Manage office operations, including ordering supplies, distributing mail, maintaining filing system, answering and routing phone calls and welcoming and routing visitors
- Maintain Salesforce database, including data entry and generation of reports and mailing lists
- Willingly advocate for diversity, inclusion and equity at all levels of the organization, and specifically related to clients served

The skills and experiences you need to help you be successful in this role include:

- 3 years of administrative experience
- Database management experience (Salesforce experience highly preferred)
- Exceptional attention to detail, highly organized and ability to prioritize and keep track of multiple projects
- Ability to collaborate and communicate effectively with diverse groups of people
- Excellent verbal and written communication skills

At Dress for Success Cincinnati we offer a competitive salary and benefits package and a place you can be proud to work!

To apply for this position please [complete our online application](https://forms.office.com/r/xSaUcB6y89), (https://forms.office.com/r/xSaUcB6y89) where you will be directed to an application form. We will follow up with you within two business days.

Dress for Success is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.