



Join Our Team as an Administrative Assistant

Immediate Opportunity: Be Part of a Mission-Driven Organization!

We are looking for a dedicated and detail-oriented **Administrative Assistant** to provide essential support to our Executive Leadership Team and staff at **Partners for Change**. If you're highly organized, passionate about social impact, and thrive in a fast-paced environment, this role offers the chance to make a meaningful difference in the lives of Northern Kentucky youth and families.

About Partners for Change

Since 1999, Partners for Change (formerly Covington Partners) has worked to eliminate barriers to success for Covington youth by addressing critical issues such as drug abuse and violence. Over the years, we've expanded our programs to include mentoring, family engagement, wellness, and mental health initiatives.

Through a **Community Learning Center model**, we unite students, families, partners, and volunteers to ensure every child reaches their full potential. By providing wrap-around support services at every stage of a student's educational journey, we're building a stronger community together for students across the River Cities of Northern Kentucky.

Learn more at www.mycovingtonpartners.org.

Position Overview

Job Title: Administrative Assistant

Organization: Partners for Change

Location: Hybrid (Northern Kentucky region)

Reports to: Chief Operating Officer

Type: 30 hours / week

As the Administrative Assistant, you will play a vital role in ensuring smooth day-to-day operations and supporting leadership in achieving strategic goals. From coordinating meetings to managing communications and assisting with event planning, your contributions will directly impact the success of our programs and initiatives.

Key Responsibilities

Executive Support

- Manage calendars, schedule meetings, and prepare materials for the Executive Team.
- Coordinate travel arrangements and registrations for conferences and events.
- Support the creation of presentations and reports for leadership.

Event and Project Coordination

- Plan and organize meetings, workshops, and special events, including logistical arrangements such as facilities, food orders, and printed materials.
- Provide onsite support for both in-person and virtual events.

Fundraising and Donor Relations

- Assist with planning and follow-up for fundraising events.
- Maintain data-entry of donor records and draft thank-you letters for contributions.

Office Operations

- Manage incoming mail and oversee general office supplies and equipment maintenance.
- Process timesheets, assist with payroll coordination, and support employment paperwork.
- Organize and file accounting and invoicing records.

Communications Support

- Assist with managing social media channels, creating e-newsletters, and updating the website as needed.

Other Duties

- Participate in professional development training to enhance skills.
- Take on additional responsibilities as identified by the Executive Team.

Qualifications

- Bachelor's degree preferred, but not required.
- 2-3 years of related experience preferred.
- Exceptional organizational skills and attention to detail.
- Strong interpersonal skills and the ability to build relationships with diverse stakeholders.
- Proven ability to handle sensitive and confidential information with discretion.
- Proficiency in Microsoft Office Suite and Google Suite.
- Experience managing multiple priorities in a fast-paced environment.
- Commitment to diversity, equity, and inclusion principles.

Bonus: Experience in nonprofit or mission-driven organizations.

Why Join Us?

At Partners for Change, you'll be part of a passionate team working to create opportunities for youth and families. Your work will directly contribute to breaking down barriers and building a stronger, healthier community.

How to Apply

To apply, send your **resume** and **cover letter** to **info@partnersforchange.org**. Please include details about your qualifications and why you're excited about this opportunity.

EEO Statement

Partners for Change is an equal opportunity employer. We are committed to building a diverse and inclusive workplace and do not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, marital status, disability, or any other protected characteristic in accordance with applicable laws.