

**WYOMING SCHOOL FOUNDATION**  
**420 Springfield Pike, Suite K**  
**Wyoming, Ohio 45215**

*Wyoming School Foundation supports the tradition of excellence in education for every Wyoming student beyond the district's funding through endowed and immediate donations from the community, alumni, and friends.*

**Job Title:** Office Administrator

**Start Date:** September 1, 2021

**Description:** Perform administrative duties (communication/correspondence, donor database management and website updates), prepare for and attend monthly board meetings, process grant requests, provide support for fundraisers and special events, and perform general accounting/finance work. See [Job Description](#) for more details.

This is a year-round, full-time position, 35 hours per week. (Note the office does not follow the Wyoming City Schools calendar.) Benefits include monthly wages, 10 paid vacation days and 10 paid holidays. Job training will be provided.

**Requirements:**

- Outstanding oral and written communication skills
- Proficiency with Office 365, Google Docs and QuickBooks
- Ability to collaborate well with others and maintain positive relationships with school district staff and community members
- Ability to act in a professional manner
- Ability to maintain confidentiality
- Strong organizational and multi-tasking skills
- Self-motivated

**To Apply:**

Mail or email the following to the Wyoming School Foundation on or before August 1, 2021

- Cover letter
- Resume
- Names and phone numbers of three professional references

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