



Canalway Partners – Operations Assistant

Immediate Opening

Canalway Partners is seeking an energetic candidate for the part-time position of Operations Assistant. The candidate is expected to support the efficient and timely operations of a dynamic community-based non-profit.

Canalway Partners is a 40-year-old non-profit 501(c)3 with a long history of community engagement. We work to preserve the natural and cultural experiences of the Ohio & Erie Canalway National Heritage Area. We serve as a catalyst for projects and programs that connect people to place for the prosperity of all. The National Heritage Area program is affiliated with the National Park Service and works closely with Cuyahoga Valley National Park.

The Operations Assistant reports to the Executive Director and collaborates with the staff, board and partner organizations. The position requires 25 hours a week, based in-person at Canalway operations in the Warehouse District of Cleveland, OH. This position does not qualify for remote or hybrid options.

Responsibilities

The Operations Assistant's key responsibilities are to support the ED & staff with financial management and daily operations of the organization.

Duties include:

- Data entry for bill payments and documentation.
- Assembling supporting documents and reports for grant and financial reporting.
- Managing vendors including reviewing contracts with the ED and ensuring payments are processed.
- Ensuring the organization receives the best value for services by soliciting pricing from vendors.
- Support board operations by maintaining official files and records, including drafting minutes and agendas as needed.
- Packing, moving, and transporting supplies for special events.
- Other duties as requested by the ED

Qualities:

- Clear communicator who can adapt to a variety of communication styles and methods.
- Detail-oriented individual who can juggle multiple projects and priorities.
- Technology champion who can use digital tools and databases to help an organization run efficiently. Use data to inform decision-making. Must be comfortable learning new systems and searching out new solutions.
- Flexible personality with both time and energy, understanding that as a public and community-orientated organization, many events and obligations may occur on evenings, weekends, or on holidays. Work days and hours may adjust accordingly.

To qualify for consideration, the ideal candidate should possess:

- Minimum of 3 years' work experience, preferably with experience in office management.
- Experience with non-profits, on either a paid or volunteer basis, is beneficial.
- Proficiency in Microsoft Office and Quickbooks. Familiarity with using databases; familiarity with Content Management Systems (CMS) such as WordPress.
- Valid driver's license and reliable transportation required.
- Applicants may be subject to a background check.

Compensation: Hourly salary between \$19 – \$ 21 / hour dependent on skills and experience. This position does not qualify for benefits beyond a flexible schedule and earned PTO.

Application process: Submit cover letter, resume and three writing samples in a **single** PDF file format to Mera Cardenas, Executive Director, Canalway Partners at mera@canalwaypartners.com Title your email "Operations Assistant – <first name / last name>".

Writing samples may include letters, organizational minutes, email correspondence, or similar. Selected applicants will be contacted to participate in the interview process. Interviews will be conducted on a rolling basis and the position will remain open until filled.