

Special Projects/Secretary Part-Time Position

The City of Richmond Heights is currently seeking an experienced Special Projects/Secretary to work 28 hours per week. The primary role of this position is to support the Mayor and his team. Responsibilities vary greatly and include, but are not limited to: Assisting with special event planning; preparing unique written and graphic content and updating/editing existing information; assisting with writing/editing of quarterly newsletter and bi-monthly e-newsletter; developing professional, visually stimulating flyers to advertise City-wide events; answering phones and greeting visitors with a warm and welcoming demeanor; editing the City website; and serving as a primary contact for residents, City officials, and the general public regarding services and/or events.

Qualifications: Must have previous secretarial experience and demonstrated computer skills utilizing Microsoft Word, Excel, Outlook and PowerPoint. The ideal candidate will be proficient in graphic design software (Microsoft Publisher, Adobe InDesign or similar) and will have previous experience using website editing software. Extremely organized with superb attention to detail. Strong written and oral communication skills necessary to communicate effectively with City officials, residents and business organizations. Demonstrated ability to work independently while meeting concurrent deadlines. Ability to work well as dedicated team member in a fast-paced and diverse environment. Creative mindset with great problem-solving skills. Handles high pressure situations with grace and good humor.

Please send a resume to: hr.manager@richmondheightsohio.org