

 We're Hiring! Training/Event and Office Coordinator 

The Ohio Association of Area Agencies on Aging (o4a) is looking for an organized, motivated Training/Event and Office Coordinator to support our small, mission-driven team! This role offers part-time or full-time options with flexible, hybrid scheduling—perfect for those seeking work-life balance.

Are you passionate about:


- ✔ Supporting a mission-centered organization?
- ✔ Organizing impactful training and events?
- ✔ Delivering excellent service to aging and disability professionals statewide?


Position Highlights:

- ◆ Coordinate statewide education and training programs
- ◆ Provide exceptional member services and office support
- ◆ Flexible, hybrid hours (M-F, 8:00 a.m. to 5:00 p.m.)
- ◆ Competitive wages, paid parking, & benefits

Ideal Candidates Have:

- ✦ 2+ years of experience in event planning & office administration
- ✦ Proficiency in Microsoft Office and familiarity with virtual platforms
- ✦ Strong organizational and time management skills

 Ready to make a difference? Apply now to join our impactful team at o4a!

 Apply via email: Send resume to Joanie Daly, [daly@ohioaging.org](mailto:daly@ohioaging.org)

Find out more about our organization at [www.ohioaging.org](http://www.ohioaging.org)