



Job Opening

ADMINISTRATIVE COORDINATOR – FULL TIME

Apply by: 9.25.26

REPORTS TO: Chief of Staff

LOCATION: Columbus, Ohio (Hybrid Work Schedule)

JOB TYPE: Full-time | Exempt

SALARY RANGE: \$55,000-\$60,000

WHO WE ARE

The OSBF seeks to promote philanthropy and encourage service to create a more just and equitable legal system for all Ohioans. As the largest bar foundation in the United States, OSBF gives grants and supports programs that address specific shortcomings in our legal system, honors the accomplishments of attorneys who give back to their communities, and brings together attorneys across the state who support OSBF's mission.

JOB SUMMARY

The Administrative Coordinator serves as a central point of coordination for the Foundation's administrative operations, Board support, meetings, events, and organizational records. Through strong organization, attention to detail, and responsive service, this position helps ensure staff, volunteers, and trustees have the support they need to advance the Foundation's mission.

The position requires exceptional organizational skills, attention to detail, discretion, and a strong commitment to supporting the Foundation's mission and administration.

WHAT WE ARE LOOKING FOR:

- Associate degree in Business Administration, Public Administration, Nonprofit Management, or related field; or equivalent experience.
 - Minimum of 5 years of administrative or office coordination experience.
 - Experience supporting executives, committees, or Boards.
 - Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
 - Proficiency in Microsoft 365 (Word, Excel, Outlook, SharePoint).
 - Excellent written and verbal communication skills, including experience drafting minutes and formal correspondence.
 - Ability to maintain confidentiality and manage sensitive information appropriately.
 - Strong attention to detail and accuracy.
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TOP BENEFITS

As a team member at Ohio State Bar Foundation, you'll enjoy:

- Hybrid workplace model
 - Comprehensive benefits package (includes an annual HSA deposit and HRA reimbursement equivalent to employee's health plan deductible)
 - 28 PTO days, 2 Floating Holidays and 10 federal holidays off
 - 401(k) Plan
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TO APPLY

Please submit a resume and cover letter to Michele Mitchell, Chief of Staff, at mmitchell@osbf.org.