



## Allen County ESC Preschool Programs Administrative Assistant Job Posting

The Allen County Educational Service Center is seeking applicants for the position of Preschool Programs Administrative Assistant.

The following qualifications are noted as having particular importance for the position.

- Minimum of three years (within the last five years) of successful office experience preferred (not mandatory)
- Willingness to work as part of a team including all staff members
- Proficient at word processing and spreadsheets
- Knowledgeable of office procedures and working with confidential information/materials
- Ability in problem solving with managerial and decision making skills

**Officially launch search:** 5/1/2022

**Deadline to apply:** Until filled with a qualified candidate.

**Duties to begin:** August 2022

**Fringe Benefits:** The Governing Board offers a competitive wage; Health Insurance 85% Board Paid; Dental Insurance 90% Board Paid; Liability Insurance per Board Policy; Leaves (sick, personal, and vacation) per Board Policy; \$20,000 Term Life Insurance Policy.

All interested parties should submit the following: a letter of interest; updated resume.

**Contact:** Julia Yeagle, Preschool Director  
2550 Ada Rd.  
Lima, OH 45801

**Email:** [julia.yeagle@staff.allencountyesc.org](mailto:julia.yeagle@staff.allencountyesc.org)

**Phone:** 419-221-1262 x6007

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