

Cornerstone Pregnancy Services is seeking an Executive Assistant to the CEO for a 32 hr. /wk. position (Full-Time) in our Elyria Office. The candidate will be responsible for coordinating the office of the CEO, scheduling management, coordinating travel of the CEO, and general office functions of the office of the corporate office. Associate's Degree or equivalent experience required. Proficiency in Microsoft Office Suite: Utilizing Microsoft Word, Excel, and PowerPoint is mandatory. Excellent customer service, organizational skills, and communication skills are a must. Knowledge of Board management is essential for helping the CEO maintain effective administration of all Board-level functions. Must be able to operate with a high level of professionalism and diplomacy while representing the office of the CEO.

Bilingual candidates are encouraged to apply.

Qualified interested candidates should send updated resumes with cover letters and salary history

to:

jobs@cornerstonepregnancy.org or by mail to:  
Attention: Human Resources  
Cornerstone Pregnancy Services  
364 Griswold Road  
Elyria, Ohio 44035