



Ohio Deflection Association



Administrative Assistant (Part-Time, 1099 Contractor)

Ohio Deflection Association (ODA)

Remote | Up to 20 Hours Per Week

About ODA

The Ohio Deflection Association (ODA) supports public safety and health by promoting deflection and pre-arrest diversion strategies. We provide tools, training, and support to connect individuals struggling with substance use and mental health disorders to treatment and services—without entry into the justice system.

Position Overview

ODA is seeking a highly motivated, organized, and detail-oriented Administrative Assistant to support the Executive Director and Board of Directors. This is a remote, part-time independent contractor position averaging no more than 20 hours per week (averaged quarterly).

The ideal candidate is proactive, responsive, and committed to supporting mission-driven work in a collaborative statewide environment.

Key Responsibilities

- Serve as the gatekeeper of ODA email and monitor the ODA phone during work hours
- Draft and distribute correspondence, reports, and organizational communications
- Maintain and update a comprehensive member contact database (regional and statewide)
- Organize and manage ODA's electronic filing system
- Schedule meetings, coordinate logistics, and take minutes as requested
- Assist with the preparation of reports and Board materials
- Represent ODA at approved outreach events and conferences
- Maintain daily activity logs and provide bi-weekly updates to leadership
- Provide responsive support to the Executive Director and Board members



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Desired Qualifications

We are seeking someone who is:

- Highly motivated and self-directed
- Exceptionally organized and detail-oriented
- Professional, dependable, and responsive
- Comfortable working independently in a remote environment
- Committed to ODA's mission and collaborative approach

Technical Skills Required:

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Teams
- Experience using Canva for basic design and document formatting
- Strong email, calendar, and data management skills

How to Apply

Please submit a resume and a brief cover letter outlining your interest and qualifications by 3/20/2026 to: Tom@ohiodeflectionassociation.org