



Job Opportunity: Administrative Coordinator, Ohio Catholic School Accrediting Association

Date Posted: July 1, 2026

Deadline: Until Filled

Position: Administrative Coordinator, Ohio Catholic School Accrediting Association

Status: Part-time, approximately 10 hours per week

Location: Virtual/Remote within Ohio, with occasional in-person meetings or trainings as needed (OCSAA mileage reimbursement)

Compensation: \$22–\$25/hour, commensurate with experience

About OCSAA

The Ohio Catholic School Accrediting Association is the state-level accrediting association for Catholic schools across Ohio. OCSAA supports Catholic schools in accreditation, continuous improvement, school reflection, strategic planning, annual verification of standards, and implementation of best practices rooted in the mission of Catholic education.

OCSAA is entering an exciting season of growth as it implements a revised accreditation framework, strengthens school support systems, and continues to expand the use of its accreditation portal. This part-time role is ideal for a highly organized, detail-oriented professional who enjoys communication, project coordination, documentation, and supporting meaningful work in Catholic education.

Position Summary

The Administrative Coordinator provides administrative, communication, documentation, and portal support for the Director of OCSAA. This position plays an important role in supporting accreditation operations, chartering communication, compliance correspondence, training logistics, and school-facing communication.

The successful candidate will be dependable, highly organized, technologically confident, and comfortable managing details across multiple projects and deadlines. This person should be able to assist with professional communication for school leaders, diocesan personnel, state agency contacts, and other OCSAA partners.

Essential Responsibilities

The Administrative Assistant will support the Director of OCSAA in the following areas:

Chartering Support

- Serve as an administrative assistant for chartering-related communication among OCSAA, the Ohio Department of Education and Workforce, Catholic schools, and diocesan offices.



- Track chartering questions, updates, deadlines, document submissions, and follow-up items.
- Prepare and organize chartering documentation, correspondence, and weekly status updates.
- Maintain accurate records of chartering requests, submitted materials, pending items, and completed actions.
- Assist with communication to schools regarding chartering changes, documentation needs, and state-level updates.

Compliance Communication and Documentation

- Prepare and format compliance-related letters and school communications as needed by the Director of OCSAA.
- Assist with tracking compliance deadlines, school submissions, missing items, and follow-up communication.
- Support the preparation of reminders, notices, and updates for schools related to OCSAA processes and deadlines.

Training and Event Support

- Manage registration for OCSAA trainings, webinars, meetings, and professional development sessions.
- Send confirmation emails, training links, reminders, agendas, materials, recordings, and follow-up communication to participants.
- Maintain attendance records and registration spreadsheets.
- Assist with communication preparation to diocesan staff, school leaders, visiting team chairs, and other training participants.

Accreditation Portal and Data Support

- Assist with updating and maintaining information in the OCSAA accreditation portal.
- Support data entry, file organization, and document tracking within the portal.
- Assist with school records, rosters, status updates, and accreditation-related documentation.

Administrative and Communication Support

- Assist with mail merges, mass communication, contact lists, and school/diocesan distribution lists.
- Support meeting preparation, including agendas, notes, follow-up items, and document organization.
- Proofread and format school-facing documents for clarity, consistency, and professionalism.



- Assist with newsletter preparation, resource updates, and routine communications as needed.
- Perform other administrative duties that support the work of OCSAA and the Director.

Qualifications

A successful candidate will demonstrate:

- A commitment to the mission of Catholic education.
- Strong organizational skills and careful attention to detail.
- Excellent written and verbal communication skills.
- Ability to manage multiple deadlines and follow through on details independently.
- Professionalism, discretion, and respect for confidential information.
- Strong technology skills, including email, shared drives, spreadsheets, word processing, PDFs, and online forms.
- Ability to create and manage mail merges, contact lists, registration spreadsheets, and tracking documents.
- Experience with Microsoft Office
- Comfort learning and updating web-based portals or database systems.
- Ability to communicate warmly and professionally with school leaders, diocesan staff, state agency contacts, and colleagues.
- Dependability, initiative, and willingness to ask clarifying questions when needed.

Preferred Qualifications

- Experience working in a Catholic school, diocesan office, nonprofit, educational organization, or administrative setting.
- Experience managing event registration, webinar communication, or training logistics.
- Experience with databases, website updates, or online portals.
- Associate's or bachelor's degree preferred, but relevant experience may be considered.

Work Schedule

This is a part-time, virtual position requiring approximately 10 hours per week. Work hours are flexible, though availability during some regular business hours is needed for communication, meetings, deadline support, and time-sensitive follow-up.

To Apply

Interested candidates should send a letter of interest and resume to:

Kathy Finnegan
Catholic Conference of Ohio
kfinnegan@ohiocathconf.org