



ADMINISTRATIVE ASSISTANT Job Description

Prosperity Indiana supports a network of organizations that builds vital communities and resilient families. Prosperity Indiana advocates for public policies and assists the network in developing comprehensive solutions that engage local leadership to generate private and public investment.

Summary of Responsibilities

On the Prosperity Indiana team, your efforts will build the capacity of charitable, public, and private sector organizations to collaborate with the shared goals of thriving families and prosperous communities. The position of Administrative Assistant reports to the Associate Executive Director and supports the Prosperity Indiana staff with tasks that build the capacity of Prosperity Indiana, its members, and partners.

The Administrative Assistant keeps Prosperity Indiana connected to members in a variety of ways.

Training Program: Coordinate and manage administrative details and logistics for all trainings, seminars, workshops, and webinars. Support the capacity building department by performing site logistics prior to and onsite during trainings, including promotion, registration, speaker and registrant communication, logistics management, etc. Respond to training inquiries. Assist with planning for training program and maintain online calendar of trainings and conduct social media outreach.

Organizational Support: Coordinate and manage administrative details and logistics for Prosperity Indiana meetings and support staff with calendar and logistics for meetings. Support the Executive Director with the logistics of board meetings and communication. Support the Member Services Manager with the annual membership campaign and mailings, including invoicing and follow-up. Support the capacity building staff with mailings and invoicing. Keep Prosperity Indiana organized and connected through records management, processing mail, preparing correspondence, and supporting various marketing and communication strategies, including printed marketing collateral, member packets, and social media. Manage office supply needs and organization. Follow-up on account payable, accounts receivable, and payroll data entry and validation with bookkeeping. Support the annual audit by gathering data, answering questions, and scheduling logistics.

Candidate

The ideal candidate will have a strong commitment to working in a progressive community development and mission-driven organization. The candidate must possess excellent organizational and leadership skills, excellent verbal and written communication skills, strong analytical and financial skills, and an ability to work independently and as a team player. The successful candidate will be customer service oriented, write well and communicate effectively, and understand bookkeeping. Attention to detail and accuracy are a must in order to successfully juggle and accomplish multiple tasks.



Qualifications

- Knowledge of basic bookkeeping.
- Ability to work in a fast-paced environment and be able to successfully multitask.
- Good communication skills, written and verbal.
- Customer-service centered and the ability to work with diverse groups.
- A team player and willing to assist all program staff with projects and programs.
- Excellent organizational skills and enjoy tasks that involve attention to detail.
- Willingness to do occasional statewide traveling and have dependable transportation.

Classification: Non-Exempt, Part-Time, Permanent

Salary Range: This is a flexible hourly position paying \$10.00 /hr. The position will vary between 20 and 40 hours per week based on needs with a schedule set at the beginning of each month.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent/applicant may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions not explicitly stated above are nevertheless understood to be essential to this position. These include, but are not limited to, attendance, getting along with others, working during normal business hours, effective time management, and dealing with and working under time constraints and other pressures associated with performing all aspects of this job. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform any essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant, as required. However, the incumbent/applicant must still be able to perform the essential functions of the position with or without such an accommodation.