



ADMINISTRATIVE ASSISTANT

Job Description

Our Mission: Prosperity Indiana builds a better future for our communities by providing advocacy, leveraging resources, and engaging an empowered network of members to create inclusive opportunities that build assets and improve lives.

Our Vision: Prosperity Indiana believes in a society where all persons can live and work in an environment that provides equitable access to economic and social opportunity.

Our Values: Empowerment, Integrity, Impact, Collaboration, Social Justice

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 Operations & Programs 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.

Organizational Support: Keep Prosperity Indiana organized and connected through records management, processing incoming and outgoing mail, calendar management, preparing correspondence, data entry and tech support for staff. Coordinate administrative details and logistics for Prosperity Indiana meetings and support staff with calendar, logistics, and registrations for onsite and remote meetings. Manage office supply needs and organization. Follow-up on accounts payable and accounts receivable, with bookkeeping. Support the annual audit by gathering data, answering questions, and scheduling logistics. Support the annual membership campaign and mailings, including invoicing support and follow-up. Support capacity building staff with mailings and invoicing.



Candidate

The ideal candidate will have a strong commitment to working in a mission-driven community development. 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
- Familiarity with office computer systems

Classification: Non-Exempt, Part-Time, Permanent

Salary Range: This is a flexible hourly position paying \$10-\$18/hr, depending on experience 15-20 hours per week.

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.