



Girls Inc.
of Greater Indianapolis

Administrative Assistant

Position Description

Performs administrative and office support activities. Duties may include fielding telephone calls, receiving and directing visitors, and assisting with office contracted services and vendors.

Supervisor: Vice President & Chief Operating Officer

Supervisees: This position has no supervisory responsibilities

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Major Areas of Responsibilities

- Administrative support for agency
- Administrative support for the Chief Executive Officer
- Administrative support for the Chief Operating Officer
- Administrative support for the VP of Development & Public Relations, and the Office of Development & Public Relations

Specific Responsibilities of the Position

Administrative Support for Agency

- Receive and direct visitors to the appropriate person, office or conference room
- Answer and direct incoming calls and messages to the appropriate department for follow-up
- Sort and distribute incoming mail, and prepare outgoing mail
- Process checks via incoming mail in accordance with agency finance policies and procedures
- Oversee conference room arrangements and setup/dismantle for internal and external use
- Assist with the typing, updating and printing of agency templates, business cards, etc. as requested
- Assist with making conference and travel arrangements for agency staff

Administrative Support for the Chief Executive Officer

- Assist with scheduling of appointments and meetings
- Maintain effective, professional communications to and support of Board of Directors via phone, e-mail and in-person
- Assemble board documents and booklets for Board of Director and committee meetings as requested
- Assist with maintaining Board of Director files, documents and other related materials

Administrative Support for the Chief Operating Officer

- Assist with the purchase, inventory and organization of agency office supplies as requested
- Assist with food vendor purchases for agency meetings, trainings and other events as requested
- Assist with scheduling vendors for routine services, repairs and emergency services
- Maintain office equipment operations (i.e. printer/copier/fax, shredder, postage meter) as requested

Administrative Support for the Vice President of Development & Public Relations, and the Office of Development & Public Relations

Inspiring all girls to be strong, smart, and boldSM

Created By: jsmith | Last Updated By: jsmith | Last Updated: 2/5/2018

- Assist with the implementation of the stewardship plan for donors, including but not limited to regular generation of acknowledgment letters, writing personal notes, making occasional phone calls, and handling special stewardship projects as assigned.
- Offer support of development events throughout the planning process, on the day of the events, and following events. Attendance at key events will require occasional evening and weekend work.
- Assist with the compilation of major in-house mailings.
- Assist with the ongoing maintenance of the development database, including data entry, data cleanup, and the generation of basic reports.
- Manage the inventory of and regular updating of promotional materials used by Development & PR, such as print materials, giveaway items, and packets used on donor visits.
- Assist the CEO and VP of Development & PR to schedule and prepare for donor and prospect meetings.

Required Knowledge, Skills & Abilities

- Knowledge and experience with Microsoft Office Suite (i.e. Word, Excel, PowerPoint, Outlook, SharePoint)
- Above average skills with keyboarding (typing), 60WPM and use of standard office equipment (i.e. phones, printer/copier/fax machines, postage meters, laptop computers)
- Excellent skills in communication, verbally, in writing and electronically
- Demonstrated ability to multitask
- Demonstrated dependability, timeliness, and ability to meet established deadlines
- Flexibility and ability to effectively prioritize and manage changing responsibilities.

Education & Experience

- Associate Degree preferred
- 2-3 years of experience in an office setting as an administrative assistant
- Nonprofit experience a plus
- Strong client/donor relations skills
- Demonstrated professionalism
- Trustworthiness with agency finances, confidential and proprietary information

Physical & Travel Demands

This position would require the ability to lift files and office supplies (i.e. printer paper), open filing cabinets, bend or stand as necessary (i.e. copying).

Expected Hours of Work

Three (3) days a week, 8:30am to 5:00pm. Preferably Tuesday, Wednesday and Thursday.