

Job Description: Administrative Assistant

Classification: Hourly

Position Type: Part Time, 25 hours a week - hybrid schedule

Reports to: CEO

Date: May 3, 2022

Overall Purpose:

The Administrative Assistant provides general administrative support to the CEO and Development team. The position is a part-time position with 25 hours a week.

Essential Functions:

- Assists CEO with various administrative tasks.
- Coordinate board/committee member and meeting activities with CEO.
- Assist coordinating development activities and tasks with Development team.
- Track grants and grant reporting schedule.
- Coordinate Development event activities and registrations.
- Assist with various accounting duties including but not limited to processing payments, providing invoices to CEO for classification, creating deposit transactions in QBOL, scanning payments to Development for data entry into the donor tracking system, creating bank deposit slips and making bank deposits.
- Coordinate accounting tasks with Hear Indiana's financial consulting firm.

Knowledge, Skills and Abilities Needed:

- Meticulous attention to detail.
- Minimum 5 years experience preferably assisting at the leadership level.
- Ability to manage multiple projects from inception to completion.
- Strong organization and time management skills.
- Excellent computer skills, proficient in Excel, Word and Powerpoint. Preference given to those with strong technology skills.
- Database management software experience (Bloomerang preferred but not required).
- Background in accounting and financial record keeping preferred.
- Excellent interpersonal skills.
- Strong desire to take initiative to learn new processes and systems.
- Exceptional customer service demeanor.
- Excellent verbal and written communication skills.
- A commitment to high professional ethical standards in a diverse, collaborative workplace.
- High comfort level working in an entrepreneurial environment.
- Professional appearance and manner.
- Ability to lift approximately 15-20 lbs.

Environment:

- General office environment. No travel required.

Other:

- Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Hear Indiana is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.