

## **Job Description: Administrative Assistant**

Classification: Hourly

Position Type: Part Time, 25-29 hours a week - hybrid/virtual schedule

Reports to: CEO

Date: August 11, 2022

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### Overall Purpose:

The Administrative Assistant provides general administrative support to the CEO and Development team. The position is a part-time position (25-29 hours) a week.

### Essential Functions:

- Assists CEO with various administrative tasks including board and committee member and meeting activities.
- Assists Development team by helping coordinate development activities.
- Track sponsorships, grants and grant reporting.
- Coordinate development event activities and event registrations.
- Complete various accounting duties requiring use of QuickBooks. Including but not limited to processing payments, creating deposit or receipt transactions, recording expenditures and completing bank deposits.

### Knowledge, Skills and Abilities Needed:

- Meticulous attention to detail.
- Ability to manage multiple projects from inception to completion.
- Strong organization and time management skills.
- Excellent computer skills, proficient in Excel, Word and Powerpoint.
- Proficient with QuickBooks.
- Preference given to those with strong technology skills.
- Database management software experience (Bloomerang preferred but not required).
- Experience with Google suite preferred but not required.
- Background in accounting and financial record keeping.
- Excellent interpersonal skills.
- Exceptional customer service demeanor.
- Excellent verbal and written communication skills.
- A commitment to high professional ethical standards in a diverse, collaborative workplace.
- Must be proactive and take initiative.

- 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.