

Job Description: Program Administrator - HAAPI

Classification: Hourly

Location: Hybrid/Remote

Position Type: Part Time Maternity Leave – 20 Hours

Reports to: CEO

Revision date: 9/17/25

Join a mission-driven team that's changing lives across Indiana.

Hear Indiana is a nonprofit organization that helps children who are deaf or hard of hearing access the technology and services they need to thrive using Listening and Spoken Language (LSL). We're currently seeking a highly organized and compassionate Program Administrator to support our Hearing Aid Assistance Program.

What You'll Do

- - Process financial assistance applications and verify eligibility
- - Maintain and update program spreadsheets and records
- - Manage communication with patients and families
- - Coordinate with audiologists to ensure accurate documentation and support
- - Review, process, and pay invoices related to hearing aid services
- - Provide program data for reporting and audits as needed

What We're Looking For

- - Strong organizational and time-management skills
- - Friendly, professional communication with both families and providers
- - Experience working with spreadsheets and basic administrative tools
- - Attention to detail, especially when handling applications and payments
- - Background in healthcare, nonprofits, or patient support is a plus

Why Hear Indiana?

- - Make a real difference in the lives of families
- - Flexible schedule and supportive team culture
- - Mission-focused work that combines heart and impact

Apply today at jobs@hearindiana.org to join a team that believes every child deserves access to sound and a future full of possibilities.

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.