



Communities In Schools Indiana
5275 Kentucky Ave
Indianapolis, IN 46221
(765) 967-1198
viviana@cisindiana.org

Position Description

Job Title: Administrative Assistant
Reports To: CIS Indiana Executive Director
Status: Full Time: 35-40 hours per week
Annual Salary: \$30,000+ (negotiable depending on experience)
Benefits: 12 days Paid Time Off (PTO) and 10 paid holidays. Workers Compensation Coverage. No health benefits are available.
Location: 6501 Sunnyside Rd, Indianapolis, IN 46236-1306

SUMMARY

We are looking for a responsible Administrative Assistant to perform a variety of administrative tasks including data entry, and communications. Duties of the Administrative Assistant include providing support to our leadership staff, employees, and board of directors. Responsible for confidential and time sensitive material.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and assist visitors to the office
- Answer and direct phone calls
- Receive, sort and distribute the mail
- Maintain contact lists
- Write and distribute email, correspondence memos, letters, faxes and forms
- Organize and schedule appointments
- Book travel arrangements
- Plan meetings and take detailed minutes
- Photocopy and print out documents on behalf of other colleagues
- Assist in the preparation of regularly scheduled reports
- Maintain computer and manual filing systems
- Order office supplies and research new deals and suppliers
- Coordinate repairs to office equipment
- Update and maintain policies and procedures manuals
- Submit and reconcile expense reports
- Maintain documentation required for annual audit
- Maintain up-to-date employee holiday and paid time off (PTO) records
- Manage donor data base and communications
- Enter information into CIS student data management system
- Complete and distribute reports gathered from programs including but not limited to Quickbooks financial management, Bloomerang donor data base, and CIS data management system
- Manage and organize documentation related to CIS Total Quality System accreditation (TQS)
- Participate in training related to implementing the CIS Model and other programs used by CIS Indiana
- Other duties assigned by the Executive Director
- Willing to work as a team to accomplish the mission of Communities in Schools



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QUALIFICATIONS

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Adept at learning new data and communication systems
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- At least 3 years of experience in the field or in a related area

EDUCATION and/or EXPERIENCE

High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

LANGUAGE SKILLS

Excellent verbal and written communication skills. Ability to analyze and interpret business periodicals, professional journals, technical manuals, and governmental regulations. Ability to write and edit reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing. Ability to speak effectively to guest, candidates or employees of the organization.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables.

TRAVEL: Occasional local travel for professional development, picking up supplies, or meeting with CIS staff, board members, or community partners.

WORK ENVIRONMENT

The position is located at the MSD Lawrence Township Administration Office. CIS is a guest of the school district and will respect all district staff and abide by all building policies and procedures. Regular and satisfactory attendance and punctuality are required. Office location could change at any time after the 2019/20 school year.