



INDIANA BLACK EXPO, INC.
Youth and Family Programs Administrative Assistant
Position Description

Department: Administration
Reports To: Chief Operating Officer
Direct Reports: No
Employment Status: Full-time
FLSA Status: Non-exempt
Pay Status: Hourly

Position Summary

Reporting to the Chief Operating Officer, the Assistant will provide administrative support to the Director of Youth and Family Programs, and the Chief Operating Officer as directed. The Assistant will regularly interface with others in the organization to perform his or her duties, requiring considerable discretion, initiative, and confidentiality. As the Assistant, the incumbent supports building maintenance and provides courier and delivery support to ensure adequate preparation and communications for meetings and will collaborate with other administrative support staff to build operational efficiencies between departments.

Duties and Responsibilities

Provides administrative services, including maintaining and updating mailing lists, reservations, and travel arrangements, receiving, and transferring phone calls, managing mail, and greeting visitors, assisting with outreach, and maintaining files; the Assistant may provide maintenance and building facility support both interior and exterior upkeep.

- Provides coverage at the front desk as scheduled and needed
- Assists with preparation for meetings, and ensuring appropriate follow-up with minimal appointment/meeting conflicts
- Ensures appropriate room availability and assignment when Senior Leadership and Staff have unexpected meeting conflicts
- Compiles and prepares correspondence and reports relating to, and on behalf of the Chief Operating Officer and others as directed
- Edits, proofreads and reviews items before distribution and/or signature
- Assists with the creation and preparation of presentations (particularly PowerPoint presentations) as well as possesses the ability to independently create well-polished presentations

YFP Administrative Assistant/ Event Coordinator

- Exercises excellent judgment and discretion with confidential or sensitive materials
- Manages vendor relationships during events
- Manages multiple priorities and works effectively under tight deadlines
- Manages calendars to include the coordination of meetings
- Always maintains discretion and confidentiality
- Performs other duties as assigned

Minimum Core Competencies

At least 1-3 years' experience providing administrative support at the departmental level; bachelor's degree preferred. Must be able to operate phone systems and communicate with all levels of staff and the public. Proficiency in MS Office, including MS Word, Excel, PowerPoint, and Outlook is required. Must have a record that demonstrates:

- Effective interaction with the public, by phone and face-to-face.
- Ability to produce quality work which includes thoroughness, absence of errors, neatness, and organization of individual's work and work area
- Sound job knowledge including the blending and application of job-related education, experience, and skills to meet the requirements of the job
- Anticipates work requirements and makes necessary preparations and provisions for allotting time and resources to complete work assignments
- Independent thinking resourcefulness, and a willingness to suggest new ideas or opinions for improvements. Voluntarily starts projects and attempts non-routine tasks when necessary
- Dependability and trustworthiness to adhere to all organizational policies, rules, and regulations. Follows instructions, completes tasks when due, and keeps supervisors informed of all key activities
- Ability to work independently, or as a team with a supervisor, co-workers, and volunteers
- Capacity to make reasonable choices and the ability to define and analyze problems or situations.
- Strong verbal communication skills including the ability to speak and be understood, to listen actively, and to answer questions accurately and on time
- Strong written communication skills and produce concise, readable, and effective written documents
- Resiliency to changes in procedures, assignments, situations, or management decisions
- Understand organization's mission, vision, and goals
- Ability to utilize performance feedback for professional development
- Takes initiative to seeks opportunities for professional development
- A positive attitude and is seldom late or absent

YFP Administrative Assistant/ Event Coordinator

Contacts

Daily contact with staff at all levels and the public. On occasion may interface with the Board of Directors, constituents, sponsors, media, chapter representatives, vendors, etc.

Working Conditions

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to desktop and laptop computers and other electronic communications equipment.

ADA Requirements

Communicate:	Heavy communications by telephone, face-to-face
Dexterity:	Required for heavy keyboard use and heavy paper handling
Detect:	Required to review detailed proposals/forms/contracts, conduct research, travel, view computer monitor, and make individual presentations
Stationary position:	Required for the ability to remain in the stationary position for 50 percent of the time
Transport:	Required to lift equipment, files, and other items up to 20 lbs from the floor needed to travel locally/nationally
Traverse:	Required to ascend/descend stairs

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed. It is not intended to be an exhaustive list of all related duties that may be requested to be performed.