



**Company:** Indiana Black Expo, Inc.

**Job Title:** Executive Program Assistant

**Department:** Executive

**Reports To:** President & CEO/Chief of Staff

**Employment Status/Method:** Full-Time/ On-site

**Location:** Indianapolis, Indiana

**Travel:** 10-15%

About Us: Indiana Black Expo, Inc. is a 501c3 organization whose core values for over 50 years consist of: **Integrity. Accountability. Trust. Customer Service. Quality. Teamwork**

*Our mission is to be an effective voice and vehicle for the social and economic advancement of African Americans. We are an equal opportunity/Affirmative Action Employer who does not discriminate regarding age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.*

### **Job Summary**

The Executive Program Assistant provides high-level administrative and operational support to executive leadership while helping ensure the efficient daily operation of the organization. This position serves as a key point of contact for internal staff, board members, community stakeholders, vendors, and external partners. The Executive Program Assistant is responsible for managing executive schedules, coordinating meetings and events, maintaining organizational records, overseeing facility scheduling, supporting external partner use of organizational spaces and resources, and assisting with the management of organizational technology systems including Salesforce and Monday.com.

The ideal candidate is highly organized, professional, detail-oriented, and able to manage multiple priorities with discretion and efficiency in a fast-paced environment.

### **Key Responsibilities**

#### **Executive & Administrative Support**

- Provide comprehensive administrative support to executive leadership.
- Manage executive calendars, appointments, meetings, and travel arrangements.
- Prepare correspondence, reports, presentations, agendas, meeting materials, and other documents.
- Coordinate and schedule internal and external meetings, including preparing meeting spaces and materials.

- Record, transcribe, and distribute meeting minutes and follow-up action items.
- Screen phone calls, emails, and visitors while maintaining professionalism and confidentiality.
- Maintain confidential records, files, and organizational documents.
- Assist with board meeting preparation, board communications, and board documentation.
- Monitor deadlines and ensure timely completion of projects and assignments.
- Support organizational planning and special initiatives as assigned.

### **Facilities Calendar & Space Management**

- Maintain and manage the organizational facilities calendar to ensure accurate scheduling of meetings, events, trainings, and space usage.
- Coordinate facility reservations and room assignments for internal departments and external partners.
- Serve as the primary contact for outside organizations, community groups, vendors, and partners utilizing organizational facilities.
- Communicate facility usage guidelines, requirements, policies, and procedures to outside partners.
- Coordinate logistics related to facility use, including room setup, technology needs, catering, security access, and custodial requests.
- Monitor facility usage to avoid scheduling conflicts and ensure efficient space utilization.
- Maintain records of facility usage agreements, insurance certificates, invoices, and related documentation.
- Support the execution of community events, meetings, workshops, and special programs hosted at the facility.

### **CRM & Project Management Systems Administration**

- Assist with the day-to-day management and maintenance of the organization's CRM system, Salesforce, including data entry, updates, reporting, and record accuracy.
- Support staff in utilizing Salesforce to track program participation, partnerships, donor engagement, community contacts, and organizational outcomes.
- Assist in maintaining dashboards, reports, workflows, and organizational data systems to support operational efficiency and decision-making.
- Help ensure accurate and timely data collection, organization, and reporting across departments.
- Support the administration and coordination of Monday.com project management boards, timelines, assignments, and workflows.
- Collaborate with staff to ensure projects, events, and organizational initiatives are properly tracked and updated within Monday.com.
- Assist with onboarding and training staff on organizational systems, processes, and technology platforms.
- Troubleshoot basic system issues and coordinate with external consultants or vendors as needed.
- Maintain confidentiality and security of organizational data and records.

### **Communication & Relationship Management**

- Serve as a liaison between executive leadership, staff, board members, community stakeholders, and external partners.
- Maintain professional and positive relationships with community organizations, sponsors, vendors, and guests.
- Draft and distribute professional communications, announcements, reminders, and correspondence.
- Assist with coordinating organizational events, workshops, conferences, and community engagement activities.
- Represent the organization professionally in all interactions.

### **Project & Event Coordination**

- Assist in planning and executing organizational meetings, conferences, trainings, and special events.
- Coordinate event logistics, registrations, materials, catering, and onsite support.
- Track project timelines, deliverables, and follow-up activities.
- Support cross-departmental coordination and communication on organizational initiatives.
- Perform other duties, responsibilities, and special projects as assigned.

### **Education/Qualifications/Skills:**

- Associate's or bachelor's degree in business administration, communications, Public Administration, or related field preferred.
- Minimum of 3–5 years of administrative or executive support experience required.
- Experience coordinating schedules, meetings, facilities, CRM systems, or events preferred.
- Experience with Salesforce, Monday.com, or similar CRM/project management platforms preferred.
- Strong organizational, multitasking, and time management skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Proficiency in Microsoft Office Suite, Google Workspace, calendar management systems, Salesforce, Monday.com, and office technology.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong customer service and relationship management skills.
- Detail-oriented with strong problem-solving abilities.
- Strong written communication skills and produce concise, readable, and effective written documents
- Resiliency to changes in procedures, assignments, situations, or management decisions.
- Understand the organization's mission, vision, and goals
- Ability to utilize performance feedback for professional growth & development
- A positive attitude, and is seldom late or absent

**Working Conditions/Physical Requirements:**

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to video display terminals, on and off-site event participation, and periodic travel
- Ability to work prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 25 pounds at times
- Ability to walk long distances and stand for periods of time