Job Description
Administrative Assistant

Position: Administrative Assistant
Part Time, Hourly, 20 hours/week
Reports to: Director of Programs
Location: Hybrid, 80% In-Office, 20% remote

Job Purpose

Indiana Family to Family (INF2F) equips families of children and youth with diverse health and mental health needs by providing information, training, and personalized support. The Administrative Assistant plays a key role in ensuring the smooth operation of daily activities and supporting long-term initiatives that align with INF2F's mission. This position requires a highly organized, discreet, and self-motivated individual who can effectively manage multiple priorities—from routine administrative tasks to complex coordination efforts—while providing essential support to INF2F leadership.

Essential Duties

- Provide administrative support to the Executive Director and Director of Programs, including data entry, and communication.
- Maintain organized records and documentation ranging from meeting minutes to inquiries from new and existing contacts, including those referred for Peer Services, Training and Technical Assistance.
- Assist with outreach activities including scheduling, registration, logistics and key contacts.
- Track inventory of INF2F marketing materials and office supplies, ensuring necessary materials are on hand and prepared prior to events, meetings and training activities.
- Support INF2F quality initiatives including postal communication efforts, satisfaction surveys and letters to donors, funders and sponsors.

Qualifications

Knowledge, Skills and Abilities

- Experience in nonprofit work or a related field.
- Outstanding interpersonal, oral, and written communication skills including the ability to summarize and explain complex information in terms understood by a variety of audiences.
- Involvement with or knowledge of children and youth with special health care needs preferred.
- Flexible and self-directed problem solver who takes initiative and sets priorities to see tasks completed.
- Bilingual a plus.

Computer and Web-based Skills and Experience

- Microsoft Office and Teams proficiency
- Database / CRM, Salesforce preferred.
- Proven understanding of social medial platforms / analytics.
- Microsoft Teams, Zoom, Webex and other remote meeting platforms.

Education

- Associate's degree preferred, High School Diploma or GED and Professional experience considered.

Position Requirements & Schedule

- This position allows for primarily in-office work with some flexibility to work remotely, for individuals located in the state of Indiana. Occasional in-state travel required.
- Preferred hours are between 8:30 am – 5 pm on weekdays with rare evening or weekend hours for special events.
- Remote work requires access to stable Wi-Fi with sufficient bandwidth to support video conferencing, cloud-based tools, and other online work-related activities while working remotely.
- The Administrative Assistant can expect light to medium physical exertion and the ability to lift <30 pounds and walk medium to long distances.

Equal Opportunity Employment

INF2F is an Equal Opportunity Employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, marital status, or medical condition.

Applicants with Disabilities

The physical demands and work environment characteristics described here are representative of those the Assistant may encounter while performing essential duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform this work.