



JOB POSTING

TITLE: IYSA Administrative Specialist

REPORTS TO: Chief Executive Officer

POSITION SUMMARY:

The Indiana Youth Services (IYSA) Administrative Specialist is primarily responsible for assisting the IYSA staff with administrative tasks in the following areas: Youth Service Bureaus, Indiana Trafficking Victims Assistance Program, Child and Youth Care Worker Certification, Make Good Decisions, The Journey, and Mission Management.

MINIMUM QUALIFICATIONS:

Relevant administrative assistant experience or related degree
CYC Certification or ability to obtain is preferred

POSITION REQUIREMENTS:

- Ability to quickly acquire organizational knowledge
- Ability to organize and execute multiple tasks
- High-level communication skills, both written and oral
- Strong networking, interpersonal, and relationship building skills
- Proficiency in Microsoft Office, Apple iWork, Quick Books, website management, database platforms, and social media
- Some travel inside the state of Indiana

PRINCIPAL ACCOUNTABILITIES:

Provide support to IYSA staff in the following areas

- Federal grant program and fiscal report preparation
- Prepare monthly invoices for contracts and billing
- Help coordinate office management, fundraising, and events
- Bookkeeping, accounts payable, and accounts receivable
- Attend and assist with coordination and planning of quarterly membership meetings (quarterly meetings may require an overnight stay at an Indiana location)
- Help maintain membership outcomes database and provide system training support
- Compile, analyze, and report on financial, grant, and project data
- Help develop and coordinate annual requests for proposals to providers for program continuation
- Provide website and social media updates regularly

Apply by February 12th <https://indysb.org/education/job-opportunities/>



LEADERS IN JUVENILE DELIQUENCY PREVENTION

Location: Indianapolis, IN and remote

Benefits:

30-40K depending upon experience

100% employer paid health insurance (medical, dental, vision)

5% retirement contribution to SEP IRA plan

50K life insurance policy

Generous PTO policy – 5 personal days for immediate use, accrual of up to 30 sick days which carryover and accrual of 10 vacation days. Carryover of up to 80 hours of vacation and sick time rolls over up to 30 days.

15 paid holidays