



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

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 to members
- 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

Posted: January 2021