

Hoosier Uplands Economic Development Corporation

Job Description



Position: **Administrative Assistant**
 21st CCLC Afterschool Programs

Status: **Full-Time Non-Exempt**

Supervisor: **21st CCLC Program Director**

Knowledge, Skills, and Abilities

- Office Management Experience
- Excellent Written and Oral Communication Skills
- Demonstrated Organizational Skills, Attention to Detail, and Ability to Work Independently
- Windows-Based Computer Knowledge and Experience (Particularly with MS Word, MS Excel, MS PowerPoint)
- Valid Indiana Driver's License and Proof of Vehicle Financial Liability Insurance/Reliable Transportation
- High School Diploma or Equivalent Required
- Knowledge of Google Suite

Working Conditions

1. Temperature controlled office setting
2. Occasional evening and weekend hours may be required

Physical Effort

3. This position requires computer use each day
4. Occasional lifting of 10-20 pounds

Essential Duties and Responsibilities:

1. Provide administrative support services for the 21st CCLC Afterschool Program division of Hoosier Uplands. Primary responsibilities include: office management, preparation of correspondence and mailings, meeting planning assistance, running errands outside the office, coordinating meal program and reporting, ordering supplies, maintaining Cayen data, covering at sites when necessary and performing additional tasks as necessary to provide for the efficiency

of daily operations.

2. The Program Assistant must stay up-to-date on the Indiana Academic Standards in order to incorporate the standards into regular program activities.
3. Provide support to various areas of the division on an as needed basis.
4. Perform additional responsibilities as assigned.

11/24/21