



JOB DESCRIPTION

La Porte, Indiana

POSITION: Administrative Assistant

REPORTS TO: President/Chief Executive Officer

CLASSIFICATION: Exempt/Full Time

Monday – Friday 8:00 am to 4:30 pm, with occasional early or late meetings

SUPERVISES: No direct supervisory responsibilities.

FUNCTION AND PURPOSE OF THE POSITION:

The Administrative Assistant coordinates activities related to the Board of Directors and its committees, including preparing meeting agendas, presentations, and minutes; maintains records, policies, and procedures; processes complex documents; coordinates all contracts for facilities maintenance, including scheduling all equipment maintenance and building services; and provides administrative support to the CEO.

ESSENTIAL FUNCTIONS:

Board, Committee and Staff Coordination

- Works with CEO to create agendas and presentations for all board and committee related meetings, and for meetings with community stakeholders and staff.
- Takes minutes of all board/board committee meetings.
- Tracks attendance and educational meetings of board members and tracks staff continuing education.
- Coordinates CEO calendar and schedules meetings.
- Supports CEO in meeting facilitation through managing presentation slide deck and video conferencing features.
- Creates letters, emails, and other communications as needed.
- Coordinates catering arrangements and other HFL related meeting and event needs.
- Provides support on accounting related matters to CFO team.
- Assists with special projects and miscellaneous administrative tasks in support of other Foundation staff.
- Assists and provides coverage for the Conference & Learning Center Operations Associate (phone, desk coverage, lunch and breaks, vacation, tours, facilities orientation and support, and bookings of meetings for the Conference & Learning Center).
- Assists with new staff onboarding by providing in-service trainings on office equipment, communication systems, and database and filing systems and maintenance.

Database/File Management and Facilities maintenance coordination

- Responsible for the workroom, file room and storage (inside of all offices) organization, and maintenance.
- Maintains the BoardEffect Portal and SharePoint folders/files.
- Responsible for contact@hflaporte.org mailbox and all major email groups.

- Coordinates all contracts for building maintenance and schedules all equipment maintenance and building services; Maintains documentation for all equipment and systems, including user manuals, warranties, and maintenance related communications.
- Maintains policies and procedures.

QUALIFICATIONS:

Minimum Requirements:

- 2-4 years of administrative support experience.
- Minimum of an associate's degree; bachelor's degree preferred.
- Strong interpersonal and verbal and written communication skills; a professional, friendly, and respectful communication style in person, on the phone, and through email.
- Experience with meeting and event coordination, creating agendas and preparing minutes
- Experience and very skilled with Outlook calendars and email, Word, Excel, and PowerPoint; Microsoft Teams, Zoom and other platforms; and running AV equipment.
- Familiarity with network-based computer file management, databases, and data management; willingness and aptitude to become proficient with new software.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

HFL is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. HFL is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at HFL are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the State of Indiana. HFL will not tolerate discrimination or harassment based on any of these characteristics.

The Foundation offers a full suite of competitive benefits (PTO, health/dental/vision/life insurance, retirement plan with a match component from the organization, etc.) and competitive salary. Continuing education and training opportunities on software and other needs (i.e., BoardEffect).

To Apply:

For a full job description, email mfruth@hflaporte.org . Please include a PDF of your cover letter and resume. We will treat all applications in a confidential manner. To learn more about the Foundation, visit hflaporte.org.