

## Job Description

**Position:** Administrative Assistant

**Responsible to:** Chief People & Culture Officer  
Chief Financial Officer

**Location:** Indianapolis, IN (In office)

**Background:** Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at [www.girlsinc.org](http://www.girlsinc.org).

**Departmental Role:** Strengthen the national organization so it provides the most effective and efficient support and resources to Affiliates.

**Summary:** The Girls Inc. NRC Administrative Assistant is the in person contact for the NRC offices operations and maintenance. Facilitates overall administrative and office support facilitating the efficient operation of the organization. This role also supports first-hand the daily scheduling and administrative tasks of the C-Suite Executives located in Indianapolis, IN and works in conjunction with their counterpart Executive Assistants in the NY and DC national offices.

### Responsibilities:

- Create and maintain a well-organized appointment schedule by planning and scheduling meetings, conferences, teleconferences, as well as coordinating and booking travel arrangements.
- Assists with daily administrative duties for the C-Suite and completes a broad variety of administrative tasks that include completing expense reports; composing and preparing correspondence; arranging travel plans, itineraries and agendas and compiling documents for meetings.
- Serve as the primary contact for Girls Inc. to greet and establish rapport with employees, clients, visitors, and all other guests entering and exiting the building.
- Answer and direct telephone calls and emails, and appropriately relay important information promptly, clearly, maintaining confidentiality as needed.
- Manage sensitive matters with a high level of confidentiality and discretion.

- Receive, send and sort daily mail and packages, filing appropriate documents accordingly.
- Maintain inventory of the company's supplies, reordering as needed.
- Maintains common areas such as office pantry, reception and conference rooms organized and stocked.
- Pick up deliveries and run errands as needed for the C-Suite for both business and personal reasons.
- Will ensure the timely scheduling, meeting arrangements, coordinate events and celebrations in person and virtually.
- Serve as the primary contact for the building management and maintenance office and is an office key holder.

**Qualifications:**

- 3 to 5 years of Executive Assistant experience at a C-Level.
- Bachelor's degree (preferred).
- Excellent organizational skills, problem-solving and interpersonal skills; plus, leadership skills.
- Ability to uphold a high level of confidentiality and discretion.
- Reliable transportation for consistent in person presence in our Indianapolis office.
- Excellent written and verbal communication skills.

**Additional qualifications:**

- Awareness of gender equity, youth development, and social justice issues.
- Must be able to appreciate, embrace and advance diversity and adhere to all Girls Inc. Organizational Values, which are:
  - Recognize and support the strength in every girl.
  - Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others.
  - Understand and appreciate diversity, embrace inclusiveness, and advance equity.
  - Drive for results anchored in integrity and accountability.
  - Collaborate for impact.

**Salary:** \$50,000.

**How to Apply:**

Interested applicants should send a **resume including a cover letter** to [humanresources@girlsinc.org](mailto:humanresources@girlsinc.org). Candidates will also be asked to provide writing samples. We are looking to fill the position as soon as possible. Please enter **Administrative Assistant NRC** in the subject line.



## **GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

At Girls Inc., we create a diverse, inclusive, equitable environment where all can thrive, as that is what is required to inspire all girls to be strong, smart, and bold. Girls Inc. seeks to hire, retain, and personally and professionally support talented people who come from a wide range of races, ethnicities, cultures, nationalities, ages, gender identities, sexual orientations, religions, socioeconomic backgrounds, and abilities. We believe that when we bring together a diverse employee community and make a sincere and intentional commitment to equitable and inclusive policies, practices, and actions, we are a better organization. Seeking out a range of ideas and perspectives leads to better problem-solving. Working in diverse teams broadens dialogue and promotes creativity, ultimately enhancing our effectiveness as we executive our mission and model the world we want to see.

Revised 5/23.