

**INDIANA  
LATINO  
INSTITUTE**



*A Trusted Voice.*

---

## **ILI Position Opportunity**

Executive Assistant to the CEO

## **ILI MISSION**

ILI's mission is to improve health and advance education for the Indiana Latino community through statewide advocacy, research, and culturally responsive programs.

## **ILI VISION**

Our vision is to be the source of authority and catalyst for change in all aspects of Health and Education that affect the Indiana Latino Community.

## **Executive Assistant**

The Executive Assistant to the CEO will serve as support to the ILI President and CEO to increase capacity and effectiveness of the overall organization.

## **CANDIDATE QUALIFICATIONS**

- Bachelor's Degree from an accredited four-year college or university preferred.
- 5+ years of experience in the corporate setting or nonprofit sector
- 2+ years of administrative/bookkeeping experience (Understand Non-Profit Finance)
- Strong skills in Microsoft Word, Excel, Outlook, PowerPoint, and Google Sheets/Forms/Docs
- Outstanding interpersonal, communication and teamwork skills, including the ability to communicate well with stakeholders at all levels.
- Proficiency with MS Excel is required.
- Excellent verbal and written communication skills
- Maintain discretion with confidential information.

### *Requisite Candidate Traits*

The ideal candidate for the Executive Assistant will possess the following qualifications:

- Be a strong strategic and analytical thinker.
- You are a natural problem solver who can efficiently grasp and act on the big picture, quickly analyze the root causes and define new ways forward.
- Your ability to chart a clear course, juggle many tasks and priorities, and work efficiently in a fast-paced environment will bring clarity to the complex projects you lead.
- You're eager to contribute and learn, and willing to help identify solutions independently.
- Ability to prioritize tasks.
- Ability to work well under pressure.

## PRIMARY ROLES AND RESPONSIBILITIES

Specific duties and essential skills for this position include:

- This position is responsible for a variety of office management responsibilities and will also serve as backup to the ILI President and CEO
- Collaborates closely and effectively with the ILI President and CEO to align upcoming commitments and responsibilities, following up appropriately.
- Maintain the CEO's calendar by planning and scheduling meetings and possibly producing web conferencing opportunities.
- Ensure calendaring includes all details and materials.
- Prepare and monitor meeting logistics including planning, timeline management, invitations, accommodations, transportation, facilities, catering, signage, technology arrangements, displays, special needs requirements, printing, and event communication.
- Prepare and provide meeting materials needed for executives at least a day in advance.
- Create and prepare documents, presentations, agendas, reports, and specials administrative projects utilizing Excel, PowerPoint, and Microsoft Word.
- Responsible for internal bookkeeping tasks including accounts receivable, accounts payables, and internal grant reports.
- Align innovative thought to new technology.
- Provide hospitality to all guests and help to create a welcoming environment.
- Plan, coordinate, organize and help at various company meetings, events, and celebrations.
- Handle highly sensitive and confidential correspondence and reports, assess priority of projects/issues/tasks and manage accordingly.
- As needed, refer matters to other staff/offices/resources
- Work independently to problem solve within the capacity of the position.
- Draft and edit presentations, documents, and reports giving considerable attention to detail and timeliness.
- Establish and maintain appropriate files and filing systems.
- Schedule and organize complex, one-time and recurring activities such as meetings, conferences, speaking engagements and presentations, and events.
- Manage and order office supplies as directed by the CEO.
- Process mail and deliveries
- Other projects/duties as assigned for the overall benefit of the organization.

## ILI BENEFITS

- Competitive salary
- 20 Days Paid Time Off (PTO)
- 10 Days Paid Holiday
- Health Insurance (paid 100% premium)
- Dental Insurance (paid 100% premium)
- Vision Insurance (paid 100% premium)
- Life Insurance (paid 100% premium)
- Retirement Plan

## INTEREST IN THIS OPPORTUNITY

If you are interested in this opportunity, please submit a cover letter and resume to Marlene Dotson at: [mdotson@indianalatinoinstitute.org](mailto:mdotson@indianalatinoinstitute.org) Position will remain open until filled.