

JOB TITLE:	Assistant to President & CEO
DEPARTMENT:	Executive Office
REPORTING RELATIONSHIP:	President/CEO
EMPLOYEES SUPERVISED:	n/a
FULL/PART TIME:	Full Time
FLSA STATUS:	Exempt

POSITION PURPOSE:

Position serves as the first point of contact for the Executive Office, coordinating multiple aspects of the day to day functioning of the department and the Indiana Historical Society (IHS).

ESSENTIAL FUNCTIONS:

1. Anticipate needs of the President/CEO, trustees, and major donors.
2. Coordinate events, projects, and meetings taking minutes as needed.
3. Represent the President, CEO to diverse constituencies, including; Trustees, staff, donors, and IHS customers.
4. Coordinate communication on behalf of the President, CEO.
5. Handle confidential information which would have immediate impact on the organization's operations, performance, or value if shared beyond its intended audience.
6. Manage departmental budget.
7. Manage record retention for Executive Office, involving permanent institutional documentation.
8. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Ability to practice discretion and maintain high level of confidentiality and professionalism.
2. Familiarity with generally accepted accounting and business principles.
3. Ability to handle multiple projects, meet deadlines, and adapt quickly when new tasks arise.
4. Excellent communication skills, both verbal and written, for diverse audiences.
5. Complex problem solving skills in order to develop and implement solutions.
6. Excellent computer skills with an ability to adapt to new technology
7. Ability to work occasional nights and weekends

PHYSICAL REQUIREMENTS:

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time (Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

MINIMUM: Associate's degree and 3 years of professional administrative experience.

BENEFITS:

IHS offers an excellent benefits package, including health, dental, life and long-term disability coverage; employer and employee funded retirement plans; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

APPLICATIONS:

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or hr@indianahistory.org. Applications will be accepted until the position is filled.