



Administrative Assistant

Summary

Status: Full-Time; Exempt

Starting Salary: \$38,000 - \$45,000 + benefits package

Reports to: Chief of Staff

Schedule: Work is primarily conducted during regular business hours, with occasional events, travel, or time-sensitive communications taking place outside standard hours.

Summary Description: The Administrative Assistant supports the Indiana Landmarks Executive Team and plays a vital role in ensuring smooth operations of executive functions, Board engagement, and key organizational projects. This organized, proactive professional maintains strict discretion and is committed to Indiana Landmarks' mission to revitalize communities and preserve the state's heritage.

Details

Organization

A private nonprofit supported by a diverse membership base and guided by a volunteer Board, **Indiana Landmarks** revitalizes communities, strengthens connections to our diverse heritage, and saves meaningful places. From its state headquarters in Indianapolis's historic Old Northside neighborhood, the organization operates eight regional offices across the state. These offices, staffed by dedicated professionals, provide expertise and resources to help local communities save and repurpose historic sites. Indiana Landmarks' wide-ranging operations include grant and loan programs, rescuing and rehabilitating endangered properties, buying and selling real estate, easement protections, preservation advocacy, and educational initiatives including tours, lectures, workshops, publications, and partners on a major annual statewide conference.

Position Description

Based at our headquarters in Indianapolis, the Administrative Assistant at Indiana Landmarks plays a vital role in advancing the organization's mission by ensuring the smooth, efficient operation of executive functions, Board engagement, and key organizational projects. This position supports the Executive Team, including the President & CEO, Chief Advancement Officer, Chief Financial Officer, and Chief of Staff, by managing complex calendars, coordinating meetings and events, preparing materials, supporting special projects, and maintaining

accurate documentation and data. The Administrative Assistant thrives in a fast-paced environment, exercises exceptional discretion and judgment, and contributes to organizational cohesion by providing reliable, proactive support rooted in Indiana Landmarks' commitment to preserving the places and stories that shape our state's heritage.

The Administrative Assistant reports directly to the Chief of Staff but works collaboratively across departments to ensure executive workflows run smoothly, Board activities remain well-coordinated, and information is shared accurately and efficiently. This role strengthens internal alignment by promoting clean data, organized processes, timely communication, and consistent logistical support, all of which enable the Executive Team to function effectively and advance the organization's long-term mission and strategic goals.

Communications, Documentation & Data Support (45%)

- Draft, review and route correspondence, emails, letters, and documents on behalf of executive leadership.
- Gather information, prepare summaries, and support document creation.
- Conduct data entry or retrieval using the organization's CRM and ensure clean-data practices.
- Coordinate with Development and other teams to ensure updates and records are accurate and shared appropriately.

Meeting, Event, Board & Committee Coordination (30%)

- Prepare, compile, and organize agendas, packets, and supporting materials for executive, staff, Board, and committee meetings.
- Coordinate scheduling, logistics, and follow-up for internal/external meetings, retreats, and special events.
- Record, finalize, and distribute minutes for committees and full Board meetings.
- Maintain accurate Board rosters, contact information, and annual Board forms.

Executive Support & Calendar Management (15%)

- Manage day-to-day calendars for the President & CEO, Chief Advancement Officer, and Chief Financial Officer.
- Schedule and coordinate meetings, events, and related logistics.
- Secure meeting spaces and proactively manage priorities.
- Ensure executives are fully prepared with agendas, materials, and background information.

Special Projects, Operational Support & Expense Reporting (10%)

- Support Executive Team on organizational projects and initiatives.
- Track deliverables, deadlines, and document organization.
- Provide expense reporting support for executive travel and activities.
- Assist with internal process coordination and event preparation.

Please note that this job description is not intended to provide a comprehensive list of the activities, duties, or responsibilities required of the employee for this position. Duties, obligations, and activities may change at any time.

Organizational Commitment

As a member of our team, every employee is expected to:

- **Embrace Change and Growth:** Demonstrate adaptability and resilience as the organization evolves, maintaining a positive, solution-oriented approach to shifting priorities, processes, and goals.
- **Align with Strategy:** Understand how individual responsibilities connect to the organization's mission, vision, and strategic priorities, and actively contribute to achieving these goals.
- **Foster Collaboration:** Work effectively across teams and departments, share knowledge and resources, and build strong, respectful relationships with colleagues.
- **Communicate Openly:** Promote a culture of trust through clear, constructive, and inclusive communication, offering and receiving feedback to strengthen individual and team performance.
- **Innovate and Improve:** Identify opportunities to enhance processes, services, and systems by contributing ideas and creative solutions that support ongoing improvement.
- **Commit to Learning:** Engage in ongoing professional development, remaining curious and open to new tools, methods, and perspectives that enhance effectiveness and adaptability.

Qualifications:

The ideal candidate will possess a combination of technical expertise, strong interpersonal skills, and a proactive approach to managing multiple responsibilities in a dynamic environment. Success in this role requires excellence in supporting senior leadership and the following skills and attributes:

- Proven experience supporting senior-level or C-suite leaders in an administrative or executive support role; experience in a preservation, philanthropic, or nonprofit setting preferred.
- Demonstrated expertise in calendar management and meeting coordination, including preparing senior leaders for upcoming commitments; experience planning complex meetings for large groups preferred.
- High level of technical competency in Microsoft Office (especially Outlook) with the ability to troubleshoot routine technology issues; familiarity with document management systems such as SharePoint and OneDrive preferred.
- Proficiency with cloud-based platforms such as Zoom and Microsoft Teams for virtual meetings and collaboration.
- Experience using CRM systems for data entry, information tracking, and maintaining clean, accurate records; experience with board-management software preferred.

- Outstanding verbal and written communication skills, with the ability to engage effectively with board members, donors, colleagues, and external partners.
- Exceptional discretion, sound judgment, and professionalism when handling sensitive or confidential information.
- Highly organized and detail-oriented with excellent problem-solving, prioritization, and time-management abilities.
- Ability to manage multiple tasks independently, remain focused, and perform effectively in a fast-paced environment.
- Strong customer-service mindset with reliable follow-through; energetic, self-motivated, and proactive in anticipating needs.
- Demonstrated ability to build relationships and work respectfully across diverse cultural, social, and professional contexts.
- Commitment to Indiana Landmarks' mission, values, and steadfast support for equity and inclusion.
- Belief in community revitalization rooted in preservation and heritage.
- Residency in Indianapolis or willingness to be physically present in the Indiana Landmarks Center at 1201 Central Avenue, Indianapolis, home of our headquarters.
- Ability and willingness to maintain a primarily business-hours schedule, with periodic evening events and occasional after-hours texts or emails required to support executive leadership.

Benefits and Work Environment:

Salary Range: \$38,000 - \$45,000 annually

- **Comprehensive Benefits Package:** Health, dental, vision, and life insurance; retirement plan with employer match; and additional employee benefits.
- **Work-Life Balance:** Fourteen paid holidays, generous vacation time, and dedicated staff appreciation days.
- **Impactful Work:** Opportunity to shape the future of an organization committed to preserving historic places and stories that stand the test of time.
- **Supportive Environment:** Collaborate with a team that values your contributions, fosters professional growth, and encourages leadership and teamwork.

Physical Requirements:

The physical demands described below represent those that an individual must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to work effectively in a fast-paced office environment.
- Ability to sit or stand for extended periods and move intermittently throughout the workday.
- Ability to push, pull, lift, carry, or move objects weighing up to 20 pounds.

- Strong speaking and listening skills.
- Adequate sensory abilities, including clear vision, good hearing, and manual dexterity.
- Ability to perform focused work with close attention to detail.
- Proficiency in operating standard office equipment, including computers, copiers, and telephones.
- Ability to interact professionally with others in person, by phone, email, and written correspondence.
- Ability to drive as needed for organizational business.

How to Apply:

Send a resume and cover letter to Sarah Wallace, swallace@indianalandmarks.org, by April 30, 2026. Applications will be processed on a rolling basis, but all received on or prior to this date will be given consideration.