



Administrative Specialist

Organizational Overview

For over 25 years, the Coalition for Homelessness Intervention and Prevention (CHIP) has inspired a coordinated, community-wide effort to make homelessness rare, brief, and nonrecurring in Indianapolis. With a firm belief in housing as a human right and a commitment to more accessible, inclusive, and equitable systems of housing and care, CHIP supports a collective impact approach to addressing homelessness through the following:

- Aligning the Indianapolis community around a common agenda that includes a shared vision for change
- Developing and operating a shared measurement system with key performance indicators to support shared accountability and elevate impact
- Bringing diverse stakeholders together across the homeless response and rehousing system to reinforce connectivity, roles, and coordination to advance housing solutions
- Fostering open, transparent, and continuous communication to enhance trust and problem solving across partners, organizations, and community stakeholders
- Providing a team of dedicated project managers to support an implementation infrastructure centered in continuous improvement, adaptive learning, and leadership

To accomplish this, CHIP serves as the Indianapolis Continuum of Care (CoC) lead agency, as well as the Homeless Management Information System (HMIS) and Coordinated Entry System (CES) lead. CHIP is an independent 501 (c)3 non-profit organization.

Administrative Specialist Position Summary and Key Responsibilities

The Administrative Specialist is a key operating role in a small, dynamic, fast paced and highly collaborative organization. This position works closely to support the Executive Director and Director of Finance and Operations. The summary below is intended to describe the general nature and scope of work for this position. It is not an exhaustive list of the role and responsibilities.

The Administrative Specialist is a full-time role that will support leadership in three key areas: General Office Management, Leadership and Board Support, and Programmatic Administration:

General Office Management

- Greet and assist people coming to the office
- Handle incoming and outgoing mail, packages, and pick-ups
- Maintain overall office space (i.e., cleanliness, organization)



- Maintain office equipment
- Maintain and oversee shared drives, file clean up, and file organization
- Answer and direct incoming calls and e-mails to the general CHIP inbox
- Assist in set up of conference room and shared office space

Leadership and Board Support

- Support Executive Director's calendar and schedule
- Assist in scheduling meetings and support logistics, including the logistics of CHIP fundraising, community, and staff engagement events
- Provide support in coordinating logistics for staff, team, and leadership huddles
- Assist in preparation of board materials, including board packets, board agendas, board minutes
- Assist in coordinating board and board committee meetings and supporting as needed
- Assist in the preparation and packaging of grant proposal and grant reports
- Develop standardized templates for staff and board materials
- Support Director of Finance and Operations in maintaining and updating internal operational procedures and policies
- Organize and maintain shared drive, files, and databases in a confidential manner

Programmatic Administrative Responsibilities

- Support the Street Reach Indy committee and referral process, including tracking Street Reach metrics
- Facilitate the pickup and oversight of Street Reach Indy transactions
- Oversee and manage Handbook of Help orders and distribution

Professional Experience and Qualifications

CHIP is looking for a passionate, purpose-driven, enthusiastic, action-oriented individual who is well-organized. Candidates must be adaptable, creative, critical thinkers who take initiative and are collaborative. Candidates must align with the values and vision of the organization, including a belief in Housing First and a commitment to advancing equitable practices and engaging from a place of compassion and authenticity.

Experience/ Education:

- 2-3 years' experience in office administration, office management, communications and/or marketing
- High school diploma or general education degree (GED) required. Associate degree in Business Administration (or equivalent) preferred.

Skills:

- Well organized and detail-oriented



- Reliable
- Effective time management and ability to prioritize
- Excellent communication skills (written, verbal, interpersonal)
- Strong initiative
- Good problem solving and solution oriented
- Independent and critical thinking skills
- Implementation focused and results driven
- Willingness to learn
- Resourceful

Work Culture and Environment

CHIP has a creative, dynamic team and is dedicated to attracting and fostering talented and diverse individuals who reflect the communities being served and the communities most impacted by homelessness. CHIP has adopted a hybrid work environment that includes both a virtual and in-office structure.

This position would be required to be in the office at least 3 days a week. The CHIP office is located in a house in Fountain Square located off the Red Line and cultivates a workspace that is collaborative, high energy, flexible, accessible, and creative.

CHIP offers generous benefits, competitive salaries, and supports professional and personal growth opportunities.

Position Leader: Director of Finance and Operations

Salary: \$45,000

Benefits: This position is eligible for a comprehensive benefits package, which includes medical, dental, vision insurance, life insurance, long-term disability, 401(k) match, a minimum of 11 paid holidays, 10 sick days, and 5.77 hours of PTO accrued per pay period.

In addition to the paid holidays and PTO listed above, the CHIP offices are closed twice a year for paid holidays- one week in July and one week in December.

Qualified candidates should apply by sending a cover letter and resume to:

cgelback-diaz@chipindy.org

Please reference the position title in the subject line of the e-mail.

CHIP is committed to implementing an equitable and inclusive culture. Successful candidates will commit to creating and supporting an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive and person-centered language, and cultural awareness and sensitivity.