



CENTER FOR
LEADERSHIP
DEVELOPMENT

Empowering Youth / Strengthening Community

Job Title: College Prep Institute Administrator—Full Time

Organization Name: Center for Leadership Development, Inc.
Indianapolis, IN 46208

Organization Overview: The mission of the Center for Leadership Development (CLD) is to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment.

Position Overview: The College Prep Institute (CPI) Administrator is responsible for assisting the CPI Director in the effective planning, coordination, delivery and evaluation of CPI services. The assistant effectively leads the intra-office coordination and delivery of all administrative functions for efficient planning, delivery, data management of all CPI programs and services. Manages an ongoing data process system to assist CLD in collecting, recording, tracking, analyzing and reporting relevant data related to CPI services. Position requires working evenings and weekends.

Roles and Responsibilities:

- Collects data and manages an ongoing data process system to record, track, analyze and report relevant data related to CPI services, including participant information, outcomes and impact.
- Compiles and distributes data for all CPI services and enters into database in a timely manner.
- Assists CPI Director with standard operating procedures and processes for all CPI services support program and service efficiency and delivery.
- Organizes and maintains participant information, including registration and intake forms, surveys, CPI collateral and inventory.
- Responsible for scheduling all CPI services for counselors, tutors and participants.
- Restocks CPI supplies and keeps workstations updated and clean.
- Assists the CPI Director in the preparation and dissemination correspondence to students, parents, college partners, educators, and community stakeholders.
- Responsible for tracking, reporting and following up on all CPI interest forms and prospective volunteers.
- Assists with the recruitment and training of program facilitators and volunteers.
- Assist CPI Director with maintaining relationships with community members, youth serving organizations, and CLD participants.
- Works collaboratively with CLD staff in organizing special events and annual conferences.
- Works collaboratively with Recruitment and Marketing Associate with the creation of flyers, press releases and events, as necessary.
- Creates drafts and proofs letters to be sent to participants, parents, school counselors, facilitators and others as required.
- Answers telephones and handles receptionist duties as scheduled.
- Provides outstanding customer service.
- Performs other duties as assigned.

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at gbradford@cldinc.org. No phone calls please.



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Skills and Qualifications:

- Proficient in Microsoft Office Applications
- Experience working with data systems and databases required
- Embraces metrics and data-driven reporting to share and promote the success of CLD
- Skills in database management and publication
- Self-Starter with the ability to manage time effectively
- Highly organized and the ability to prioritize workload
- Effective verbal and communication skills
- Strong written, verbal communication and organizational skills
- Ability to multi-task while ensuring accuracy of work
- Passionate and sensitive for the needs of parents, youth, volunteers from diverse cultural and various socio-economic backgrounds.

Education:

College Degree preferred, or demonstrated relevant equivalent experience in education, social work, business or related field

Experience working with community leaders and volunteers of diverse backgrounds

Valid driver's license

Physical Requirements/Demands: Position requires strenuous physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies, etc.

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