

Job Posting - INARF Operations Coordinator

7-26

About Us

INARF is the principal membership organization in Indiana representing providers of services to people with disabilities. Our members serve over 50,000 people annually and employ nearly 15,000 workers. For over 50 years, INARF has maintained positive work relationships with governmental agencies responsible for human service programs, promoted networking and professional development opportunities, and provided leadership and support in the promotion of quality programs for people with disabilities. Our mission: INARF is the trusted voice that improves the lives of people with disabilities by strengthening and supporting the disabilities service system.

Position Overview

INARF is seeking an individual to coordinate operational priorities including database management, administrative support for the Board of Directors meetings, assistance with association meetings, and various operations team initiatives. Bachelor's degree and two years relatable experience preferred. Competitive salary and excellent benefits available.

Job Description

In collaboration with the Operations team, this position will provide support for multiple priorities related to the organization's initiatives.

Specific Duties and Responsibilities:

Database Management-

- Manage the MC Trade association management system, monitoring the accuracy of database profiles, profile changes, and related affiliations. Become familiar with setting up individual events for registration and the MC Trade form submission process.
- Manage incoming registrations for all meetings, including professional development programs and Annual Conference, webinars, and Member Forums. Update actual attendance in the database.
- Contact members and other partners to clarify profile and registration information.
- Reach out to MC Trade for questions or troubleshooting needed.
- Support day-to-day website operations by monitoring submitted job board postings, adding events, and responding to online inquiries.

Board of Directors-

- Serve as the administrative liaison for meetings, responsibilities include:
 - Coordinate Member Forum and Board meeting logistics with venue and presenters
 - Prepare/send meeting launch email to membership
 - Facilitate staff planning meeting
 - Gather meeting materials to email and to provide on-site
 - Attend/record meetings, operate live-stream equipment, assist with on-site tasks
 - Prepare Board meeting minutes and post approved minutes to website
- Assist with Board annual activities, including Annual Meeting of the Members logistics, securing disclosures, and Board Development Committee election process.

General Operations-

- Lead general office areas, including daily receipts sheets preparation, bank reconciliations, meeting supplies and equipment.
- Assist with administrative tasks for the Annual Conference, other professional development programs, and other areas as needed.
- Assist with ticket placement for IT consultant when a laptop needs attention.
- Provide administrative support to the President/CEO, as requested.

General Responsibilities:

- Manage the day-to-day responsibilities of the position while remaining organized to meet deadlines for long-term projects with collaborative transparency to the team.
- Provide timely, professional, effective, and accurate communication, verbally and in writing, to members, partners, and other stakeholders.
- Provide exceptional customer service to meet INARF's standards.
- Exhibit strong attention to detail skills and act as a resource.
- Assist with the coordination and implementation of various special projects.
- Provide support, as needed or requested.

Qualifications:

- Bachelor's degree and two years relatable experience preferred.
- Proficiency in Microsoft Office applications, specifically Word, Excel, PowerPoint, Teams.
- Willingness and ability to learn the MC Trade association management system, Sharepoint/One Drive, Monday.com project management, Meeting Owl technology, Adobe, and other applications.
- Ability to be a self-directed, strategic thinking team member applying organizational and time management skills in a fast-paced collaborative environment, with a focus on achieving organization priorities.
- Be available to conduct regular business either from the INARF office or from outside the office as defined in the Regular Work Week Expectations Policy.
- Possess a valid driver's license and reliable transportation.
- Be available for business travel as necessary.
- Adhere to the Association's policies and procedures contained in Employee Handbook.

Salary

\$56,000-\$60,000

Employee Benefits

INARF currently offers employees the following:

- Insurance (full-time employees)
 - 100% Employee premium for UHC health, Humana vision and dental, UHC and UNUM life insurance (total benefit \$40,000), UNUM short-term and long-term disability
 - Option for the employee to purchase dependent insurance coverage
 - Option for the employee to purchase Manhattan Life voluntary critical care and/or Humana voluntary additional life insurance for self and dependents

Employee Benefits (cont)

- PTO
 - Twelve vacation days – accrued throughout the year
 - Four sick days – one earned at the end of each quarter
 - Two floating holidays – in lieu of working Martin Luther King and Presidents' Day
 - Two personal days – awarded on January 1
- Retirement - After 6 months of employment, employees are eligible for the INARF 401(k) Plan. This includes the INARF employer contribution of 5% gross pay made each pay period and the opportunity to defer salary
- Regular Work Week Expectation Policy allows for designated days to work remote
- Complimentary parking

More About Our Membership and Our Team

Our 2026 membership is made up of:

- 76 Organizational members (providers)
- 33 Associate (companies providing products/services to Organizational members).

Our 11 employees support four primary areas: Public Policy, Member Services, Ability Indiana, and Operations.

How to Apply

Interested candidates are encouraged to submit their resume and salary requirements to:

- Barb Young at barb@inarf.org.