



**AmeriCorps Partnership Opportunity: Business Development/Office Manager/Administrative Assistant/Life Coach**

**Organization:** GCSCORED, Inc.

**Location:** South Bend, Indiana

**Type:** Full-Time, AmeriCorps Service Member

**Reports to:** CEO

**Position Overview:**

GCSCORED, Inc. is seeking a dedicated and proactive individual to join our team through a partnership with AmeriCorps. As the Business Development/Office Manager/Administrative Assistant, you will play a crucial role in supporting our operations, ensuring smooth day-to-day functionality, and contributing to the growth and success of our organization. This position offers a unique opportunity to make a significant impact within our community while gaining valuable experience in business development, administration, and nonprofit management.

**Key Responsibilities:**

**Office Administration:**

- Manage and maintain office supplies, inventory, and equipment.
- Coordinate and schedule meetings, appointments, and events.
- Assist with the organization and storage of office documents.

**Communication:**

- Answer phone calls and redirect them to appropriate departments.
- Handle incoming and outgoing office mail.
- Draft correspondence and documents as required.

**Data Management:**

- Enter and maintain data in company databases and software.
- Generate reports as required by management.

**Financial Assistance:**

- Process invoices, receipts, and other financial documents.
- Assist with basic bookkeeping duties, including submitting Medicaid and other insurance claims.

### **Support to Management:**

- Coordinate travel arrangements for senior staff.
- Provide support in preparing presentations and materials.
- Take minutes during meetings and distribute them accordingly.
- Develop and maintain partnerships locally, nationally, and internationally.
- Collaborate with freelancers.
- Support presence on social media platforms.
- Assist with the Access RUMERTIME Conversations (ARC) Podcast Show.

### **AmeriCorps Member Benefits:**

As an AmeriCorps Member, you will receive a comprehensive support package that includes:

- **Loan Forbearance/\$0 Payment/PSLF** (if criteria are met)
- **Health, Dental, and Vision Insurance**
- **Childcare Assistance**
- **Education Award** (\$7,395.00) upon successful completion of the service term
- **Robust Training Opportunities**
- **Premium Plus Member Assistance Program**, including:
  - Life Coaching
  - Mental Health Services
  - Financial Advising
  - Legal Assistance
- **Mentorship with an Alumni/Community Member**

### **Additional Responsibilities:**

In this role, you will also be instrumental in:

- Implementing our Peer to Peer Mentoring Program by working closely with trained peer mentors, facilitating weekly coaching sessions, and collaborating with school personnel, parents, mentors, and mentees across six area schools.
- Expanding access to our life and relationship coaching services, including organizing small group educational workshops for individuals in the community who might not otherwise have access to high-quality mental health and relationship support.

### **Requirements:**

- An Associate's Degree or higher in Social Work, Human Services, Public Health, Business Administration, or a related field, or equivalent experience.
- Minimum of 1-2 years of administrative experience.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Canva.
- Strong communication and organizational skills.
- Ability to multitask and prioritize tasks.
- A proactive approach and the ability to work independently.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams.
- Excellent problem-solving skills and attention to detail.

- Flexibility and adaptability to changing priorities and workloads.
- Strong time management skills and the ability to meet deadlines.

**Application Process:**

Interested candidates should send their resume, cover letter, and any relevant references to [ylarrier@gcscored.org](mailto:ylarrier@gcscored.org) or call and leave a message at 574-315-9981. The application deadline is Open Until Filled. Only shortlisted candidates will be contacted.

We are thrilled about the impact this partnership with AmeriCorps will have on our programs and the communities we serve. Join us in making a difference!