



Staff Coordinator Job Description

Joseph Maley Foundation

Joseph Maley Foundation is committed to celebrating differences and cultivating an inclusive community through education and service of youth in Greater Indianapolis. Since our founding in 2008, we have served over half a million youth in our community.

Joseph Maley Foundation partners with schools and community organizations to educate youth in preschool through high school about vital disability awareness and mental health awareness topics. The Foundation steadfastly believes that celebrating what makes each of us unique and prioritizing mental health are essential to growing up in today's world. By teaching youth to honor their own well-being and champion the differences in others, we build a stronger, more inclusive community.

Staff Coordinator Responsibilities and Qualifications

The Staff Coordinator will support our Education and Communications teams by working with schools in the Greater Indianapolis area to schedule, plan, and implement Joseph Maley Foundation's educational programs, as well as assisting with core communications tasks. This includes:

- Assist in scheduling and logistics for puppeteers, volunteers, and overall programming, while maintaining internal program calendar and puppeteer website
- Attend and facilitate puppet shows, speaker presentations, workshops, and vendor events, including transporting required materials
- Organize planning meetings and maintain Foundation systems for inventory, volunteer data, and school contact records
- Assist with designing, scheduling, and managing daily social media content, event graphics, and marketing assets in line with brand guidelines
- Capture, film, and archive photo and video footage during Foundation events, speaker presentations, and puppet shows
- Maintain digital assets and assist in editing external documents and updating annual brand guidelines

Applicants need to have:

- A commitment to the mission and values of our organization
- Excellent written, presentation, and verbal communication skills
- Strong organization, technology, time-management, and problem-solving skills
- Ability to multitask and collaborate within a team environment

Experience with program management and/or sales is valued. Experience with teaching and/or working with children is beneficial. Experience with Google Suite and Canva applications, as well as working knowledge of social media and artificial intelligence (AI) trends is a plus.

This is a part-time position with an estimate of 20+ hours per week (hours may vary depending on program needs). Limited weekend and evening hours may be required. Compensation is hourly. Benefits include flexible scheduling, paid time off, and hybrid on-site/remote work. Joseph Maley Foundation embraces a culture of continuous learning and professional growth. As a growing nonprofit, opportunities for advancement within the Foundation are reviewed annually.

To inquire about this position, please contact Vivian Maley, Co-Founder and Executive Director, at vmaley@josephmaley.org.

josephmaley.org