

Receptionist / Marketing Assistant (Part-Time)

Indiana Crop Improvement Association (ICIA) – Lafayette, IN

Position Summary

The Receptionist / Marketing Assistant plays a vital role in supporting ICIA's daily operations and communications. This position serves as the primary point of contact for visitors, callers, and general inquiries while providing administrative and marketing support across the organization. Responsibilities include front office coordination, clerical and data management, and assisting with publications, communications, and events that support ICIA's programs and services.

Key Responsibilities

- Serve as the first point of contact by greeting visitors, answering phones, and responding to general inquiries in a professional and timely manner
- Provide administrative support including data entry, correspondence, filing, and maintaining organized office records and systems
- Manage incoming and outgoing mail, distribute communications, and maintain office email inboxes
- Maintain and update databases, mailing lists, committee information, and ISO training records
- Assist with scheduling meetings, maintaining calendars, and coordinating general office operations and supplies
- Support the preparation, editing, and distribution of newsletters, publications, directories, and marketing materials
- Assist with website updates, email communications, contact lists, ordering of promotional materials and social media activities
- Coordinate logistics and provide support for meetings, workshops, and major events including registration, sponsorships and on-site needs
- Prepare meeting materials and support internal communications, minutes, and reporting
- Provide general organizational support across departments, including special projects, event planning, and maintaining a clean, professional office environment

Qualifications and Requirements

- High school diploma or equivalent; additional administrative or business training preferred
- Experience in administrative support, customer service, or office coordination preferred
- Strong organizational skills with the ability to manage multiple tasks and priorities
- Proficiency in Microsoft Office and general office software; experience with design marketing platforms, publishing or database tools is a plus
- Excellent written and verbal communication skills
- Ability to work collaboratively with staff and provide professional customer service
- Demonstrated initiative, flexibility, and willingness to support a variety of responsibilities
- Commitment to ICIA's mission and ISO quality standards

Conditions of Employment

- Part-time, hourly, non-exempt position
- Typical work schedule ranges from approximately 18–30 hours per week, with flexibility based on workload and events
- Occasional evening or extended hours may be required to support meetings and events
- Written acceptance of the Association's Personnel Policy Guide for part-time employees