



## **POSITION VACANCY**

- Date:** March 13, 2026
- Position:** Support Specialist
- Location:** The position is in-person during the six-month introductory period with limited hybrid opportunities (but still local to Indianapolis, IN) once the candidate is established in the role.
- Work Schedule:** Part-time/ 30 hours/week
- Pay:** \$20/hour

The [Washington Township Schools Foundation](#) is a non-profit education foundation with the mission of connecting private funding, community, and alumni with Washington Township Schools to support and enhance the unique educational experiences of our students. Over the years, the organization has awarded more than \$9 million in grants, scholarships, designated gifts, and program support for students and teachers.

We are a small but mighty team doing important work to support students and teachers in Washington Township. We are looking to find somebody who can help us get organized and stay organized! We are excited to connect with a highly motivated, organized, creative, and personable individual. This person must have initiative, energy, and dependability around a diverse range of tasks.

Under the supervision of the Executive Director (ED), the Support Specialist will have responsibilities in several areas:

### **OFFICE & PROGRAMMING SUPPORT**

- Maintain and organize physical and electronic filing systems, ensuring easy access to information.
- Support tasks associated with donor relations, data collection and maintenance, and board management.
- Manage tasks related to limited program delivery, such as record keeping, scheduling, logistics planning, and preparing supplies and materials.
- Assist with the preparation of reports, presentations, and other documents.
- Perform other administrative and clerical duties as assigned to support the overall functioning of the organization.

### **WE ARE LOOKING FOR CANDIDATES WHO ARE:**

- Well organized, detail-oriented, proactive, collaborative, and flexible
- Able to set priorities to complete multiple projects with overlapping deadlines

- Self-motivated
- Supportive of traditional public education, with an understanding of and tie to Washington Township Schools as a plus

Experience working with Google and the Microsoft Office Suite is required. Candidates must be able to communicate and interact professionally with staff and various members of the WT public, including parents, students, teachers, building-level and central office administrators, and community patrons.

**EXPERIENCE AND OR EDUCATION:**

Proven work experience, paid or unpaid, in supporting an office environment or a relatable experience. Higher education and/or professional training are appreciated but not required.

**HOW TO APPLY:**

If you think this position is a fit for you, you can apply at this [application link](https://bit.ly/WTSFSSPost-2026).  
(<https://bit.ly/WTSFSSPost-2026>)

**TIMELINE:**

Application deadline: 11:59 pm April 5, 2026

Application reviews and Interviews: April 6- April 24, 2026

Onboarding Goal: Early May, 2026



If you have questions, please don't hesitate to reach out to Emily Kaiser, Executive Director at [ekaiser@msdwt.k12.in.us](mailto:ekaiser@msdwt.k12.in.us)