



Our Future: Built Better Together

FIRST Indiana Robotics Business Operations Coordinator

Reports To: Executive Director
Located: Indiana - Remote Position
Job Type: Part-Time
Preferred Start Date: September 2025

Organization Description

FIRST® (For Inspiration and Recognition of Science and Technology) is a global nonprofit that uses robotics to inspire young people to explore science, technology, engineering, and math. *FIRST* Indiana Robotics (FIN), a growing 501(c)(3) organization, engages K–12 students in mentor-based programs that build technical skills, spark innovation, and develop leadership, teamwork, and communication. FIN delivers *FIRST* programs within the state of Indiana. More than robots, we're building the next generation of problem-solvers, changemakers, and leaders.

Position Summary

FIRST Indiana Robotics seeks a part-time Business Operations Coordinator to support the financial, administrative, and communication functions of the organization. The Business Operations Coordinator will help ensure that daily operations run smoothly, systems are well-maintained, and staff have the resources they need to expand access to robotics programs across Indiana. This position requires strong attention to detail, organizational skills, and the ability to manage multiple priorities while working collaboratively with a small, dedicated team.

Key Responsibilities

The Business Operations Coordinator will report to the Executive Director. Key responsibilities include, but are not limited to:

- Managing the organization's PO Box and processing mail.
- Depositing checks and maintaining accurate financial records.
- Coding transactions and tracking invoices in QuickBooks.
- Managing credit card logs and reconciling receipts.
- Monitoring and responding to the general email inbox.
- Handling non-event related purchasing.



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- Updating and maintaining donor database records.
- Preparing and sending donor thank-you notes.
- Managing online fundraising platform.
- Booking staff travel arrangements.
- Maintaining and organizing electronic filing systems.
- Preparing and distributing organizational email newsletters.
- Supporting grant reporting with data collection and organization.
- Assisting teams with registration troubleshooting as needed.
- Taking and distributing staff meeting minutes.

This individual must be able to work independently and as part of a team. Patience and flexibility are key aspects of this position. The ideal candidate will manage multiple projects simultaneously and have a willingness to learn a variety of online programs/systems.

Education and Experience

- Bachelor's degree preferred; equivalent experience considered.
- Prior experience in nonprofit operations, administration, or office management strongly preferred.
- Familiarity with QuickBooks and CRM/databases preferred.
- Experience with donor stewardship and fundraising platforms is a plus.

Skills Required

- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines independently.
- Excellent written and verbal communication skills.
- Ability to work collaboratively as part of a remote team.
- Proficiency in Microsoft Office and Google Workspace.

Compensation and Benefits

- Part-time (20 hours/week), hourly position with flexible work location.
- Travel and work-related expenses reimbursed.

FIRST Indiana Robotics is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic as defined by applicable law.



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Application Instructions

Please complete the FIRST Indiana Robotics application for employment here. A resume must be uploaded along with the application.

Questions regarding the position can be directed to info@indianafirst.org.