

Office Manager & Executive Assistant



Global **Minnesota**

Position Summary: The Office Manager & Executive Assistant ensures administrative functions are effective, efficient and responsive to the needs of the organization and also that Global Minnesota's interaction with the public is positive, outward looking and fits the mission of the organization. This role supports the Director of Operations, comprising several main areas of responsibility including office administration, facility management, social media, program support (program registration, membership and event promotion, materials order processing), intern program coordination, and Board of Directors support.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization promoting international understanding and engagement by educating, inspiring and providing enriching interactive experiences to our community. We offer globally-focused opportunities for all ages in programs that take place in homes, classrooms, workplaces, and communities across the state. With a staff of 16 and a \$1.5 million budget, Global Minnesota is proud to bring Minnesota increased global engagement and recognition. For more information, see our website at www.globalminnesota.org.

Nationally, Global Minnesota is a top World Affairs Councils of America; a member of Global Ties U.S., the nonprofit arm of the U.S. State Department's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Environment: Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective at Global Minnesota.

Reports to: Director of Operations

Qualifications:

- BA degree and two years of experience in front office administration & management.
- Previous experience managing the office of executive staff.
- Requires positive, welcoming attitude and outstanding internal/external customer service skills, including handling difficult issues with sensitivity. Ability to conduct oneself in a professional manner at all times and to communicate effectively and appropriately with a variety of people from many cultures and diverse backgrounds.
- Must be punctual and dependable!
- Demonstrated strong organizational skills; experience prioritizing projects and working on several projects simultaneously with interruptions. Efficient and accurate in completing

tasks which require attention to detail, and able to anticipate and meet deadlines while working under pressure of multiple and changing priorities.

- Excellent computer skills, especially Microsoft Office and email platforms.
- Strong written communication, including grammar and proofing skills.
- Must be able to work independently and as part of a team.
- Absolute discretion; ability to take initiative and show positive judgment.
- Requires interest and commitment to the mission of the organization.
- Preferred skills: experience with social media, familiarity with Raisers Edge database.

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Position Details

Office Administration

- Ensures front desk coverage for all public hours (9AM-5PM); greets visitors; advises visitors on directions and parking; prepares meeting sites; opens and closes office
- Processes incoming calls and emails; provides information and referrals; takes messages.
- Handles routine correspondence and other requests for information at direction of Director of Operations.
- Supervises opening and distribution of mail. Coordinates organizational calendars for events, site meetings, vacations, etc. Coordinates staff events and meetings.
- Manages organizational supply needs based on budget and avoiding shortages.
- Provides accounting assistance including tracking incoming funds on cash receipts journal, managing petty cash, assisting with month end close, including postage allocation, etc.
- Coordinates special projects as needed by executive team which may include creation of power points or reports; makes recommendations to improve administrative services and reduce costs.
- Establishes and oversees central systems for: organizational files, procedures/policies; developing and/or maintains organizational handbook(s) describing policies and procedures, including front desk procedures; facility and non-computer equipment maintenance; staff recruitment and hiring; evaluating existing policies and procedures and recommending improvements/changes to Director of Operations.
- Proactively assesses administrative needs; solves problems as they arise; leads or assists with organization wide projects such as mailings, volunteer projects, etc.

Executive Assistant

- Manages calendar for Director of Operations, including scheduling all meetings, lunches and appointments
- Manages files
- Coordinates itineraries and travel arrangements for all trips
- Assists with correspondence, presentations, and speeches, as needed

- Creates regular correspondence with board of directors
- Manages and update dashboard six-eight times/year, showing progress toward organizational goals
- Manages Director of Operation's expenses and write checks for the organization when accountant is on vacation
- Creates and manages meeting materials
- Conducts research

Internship Program

- Recruits, interviews, hires and orients 3-5 interns per semester
- Manages intern data, evaluation process, and future engagement opportunities for interns

Board of Directors Support

- Provides support on all aspects related to the board of directors: prepares annual materials (meeting schedules, contact lists, letterhead, etc.), coordinates board meetings and materials (logistics, RSVPs, food, space, etc.); drafts board emails and correspondence; maintains board contact information; assists with researching potential board candidates, etc.
- Attends full board meeting, keeps minutes and manages follow up

Program Support

- Works in partnership with Global Minnesota program and database staff to process registrations
- Promotes Global Minnesota membership, event attendance, attends and assists at some Global Minnesota events
- Processes Great Decisions Book orders & invoicing, responds to program questions
- Assists with, serves as backup for, and stays up to date on Global Minnesota program, fundraising, and marketing projects.
- May also assist with Global Minnesota's social media needs in collaboration with the communications manager, including development of Facebook, Twitter and Linked In group content, monitoring of sites, recommending responses.

Facility Management

- Manages Global Minnesota's facility - ensures public spaces, including the conference room, are clean and welcoming; coordinates cleaning/University services; arranges for keys, security codes, U cards, etc.;
- Manages the organization's equipment including fax, copier and printers; trains staff and volunteers, manages contracts, evaluates needs, orders repairs/maintenance, etc.
- Walks through the building on a monthly basis to assess for repairs, maintenance; manages on and off site storage; manages Global Minnesota's onsite archives.
- Oversees security system and safety/emergency procedures and training in conjunction with the Director of Operations; maintains Global Minnesota's safe work environment.

Other duties as assigned.

This position has the opportunity to assist at and attend Global Minnesota events and programs.

Employment and Benefit Information:

The Office Manager and Executive Assistant is a full time, exempt employee with core hours of 9 am to 5 pm and additional morning and evening meetings, events, and occasional weekend responsibilities. Global Minnesota offers a full compensation package including salary, paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, disability insurance, parking, opportunities for professional development, employer contribution to a retirement fund, and optional pre-tax employee contribution to a retirement fund.

Confidential Application Process: Send a resume and letter of interest to Kathleen Oscarson, Director of Operations, at info@globalminnesota.org. You will receive an email confirmation to let you know that your application has been received. Applications will be reviewed as received.