

Executive Assistant – Part Time (20 hours/week)



Global **Minnesota**

Position Summary: This part time position provides primary executive support to the president of Global Minnesota to ensure a smooth running executive office while providing information and communication from the president's office. Works closely with the board of directors and the organization's leadership team to ensure information and opportunities are shared. Trains and supervises any volunteers or interns.

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.

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: President

Qualifications:

Previous experience managing the office of executive staff; excellent written and verbal communication skills; strong word, excel and email software experience; absolute discretion; ability to take initiative and show positive judgement. Flexibility in the changing nature of projects; excellent organization, project management skills; planning skills from big picture to detailed implementation plans. Understanding of and commitment to the organization's global mission.

Position Details:

- Manage calendar for president and schedule all meetings, lunches and appointments, rescheduling and communicating those changes where appropriate.
- Manage files for president
- Coordinate itineraries and travel arrangements for all trips
- Assist president with correspondence, presentations, and speeches, as needed
- Create biweekly email to board and honorary board, sent out for edits and send to distribution list
- Update dashboard six-eight times/year, showing progress toward organizational goals
- Manage president's expenses
- Create and manage fundraising and other materials that president takes with him on calls

- Work collaboratively with director of operations and program director to further goals and objectives of organization
- Other duties as assigned

Employment and Benefit Information:

This position is a part time, nonexempt position, scheduled for 20 hours/ week spread over 4-5 days, between the hours of 9 AM and 5 PM, Monday through Friday. Rate of pay is \$17 - \$22 an hour. Global Minnesota offers paid vacation, paid holidays, 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.