



Temporary Administrative Coordinator

Position Summary: Bring your best skills in organization, problem solving, and positive communication to Global Minnesota's temporary Administrative Coordinator role. You will pull together a number of important and detailed projects and processes to support internal and external needs. Provide responsive customer service as Global Minnesota's first point of contact and play a key role in office administration, archival and database organization, facility management, and program and membership support.

The hourly role begins immediately and runs through September 30 with some flexibility in the schedule of 32 to 40 hours per week. Initially, this role would be in-office at least two days per and work-from-home the remaining hours. As of September 7, it is fully in-office. Laptop provided.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. Currently, we are working in a mainly digital environment with an anticipated full return-to-work date of September 7, 2021. With a staff of 15 and a \$1.4 million budget, Global Minnesota is proud to be celebrating our 70th year of connecting Minnesotans to the world and the world to Minnesota. For more information, see our website at www.globalminnesota.org.

Work Environment: Global Minnesota staff work in a fast-paced, dynamic, and mostly digital environment. All team members need to be flexible, professional, problem solvers, who can work well both independently and on a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with diverse constituencies are especially effective.

Reports to: Director of Operations

Qualifications:

- One years' experience in a busy office or administrative role handling lots of details.
- Positive, welcoming attitude and outstanding internal/external customer service skills, including handling issues with sensitivity. Ability to communicate professional, effectively and appropriately with people from many cultures and backgrounds.
- Must be punctual and dependable!
- Ability to be discreet.
- Exceptional organizational skills and attention to detail in working with multiple projects and interruptions. Able to anticipate and meet deadlines while working with multiple and changing priorities. Strong problem solving skills;
- Excellent computer skills, especially Microsoft Word/Excel and Gmail, Google Calendar.
- Good writing skills.
- Must be able to work independently and as part of a team.
- Requires interest and commitment to the mission of the organization.
- Preferred skills: experience with archival data, 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

- Processes incoming calls, voicemails, and emails; provides information and referrals; takes messages. Replies to messages.
- Handles routine correspondence and other requests for information.
- Picks up, opens, logs, and distributes mail in-office twice per week.
- Manages supplies based on budget.
- Supports the accounting function by tracking incoming funds on cash receipts journal, managing petty cash, assisting with month end close, including postage allocation, etc.
- Helps to organize office and central systems for: organizational files and archives, procedures/policies; organizational handbook(s) describing policies and procedures, including front desk procedures; facility and non-computer equipment.
- Proactively assesses administrative needs; solves problems as they arise; leads or assists with organization wide projects such as mailings, volunteer projects, etc.
- Assists Director of Operations with special projects.

Archival and Database Organization

- Organizes Global Minnesota's archives, scanning/cataloguing historic newsletters and documents. This position will create an inventory of the organization's archival records.
- Assists with specific data entry projects in Raiser's Edge as needed.

Facility Management

- Manages Global Minnesota's facility - coordinates cleaning/University services; arranges for keys, security codes, parking lot, U cards, etc. Interacts with the University to solve problems and schedule repairs, etc.
- Manages the organization's equipment.
- Assists with security system and safety/emergency procedures.

Program and Membership Support

- Takes program registrations, book orders, memberships, payments, etc. from the public.
- Promotes Global Minnesota membership, events in communication with the public.
- Assists with and stays up to date on programs, fundraising and marketing projects.

Other duties as assigned.

Employment and Benefit Information: Interim Administrative Coordinator will work 32 to 40 hours per week (some flexibility in scheduling), with core hours of 9 am to 5 pm as a nonexempt (hourly) employee. Initially, at least two days per week will be in the socially-distanced office and as of September 7, all hours would in the office. Temporary positions come with hourly wage, parking, paid sick time and use of a laptop. The hourly wage is \$14-16/hour.

Confidential Application Process: Send resume and letter, including available start date to info@globalminnesota.org. Interviews begin soon!

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