Administrative & Executive Coordinator
Full-time position

Position Summary: Bring your best organization, communication and project management skills to the Administrative & Executive Coordinator position at Global Minnesota. This full-time role will help manage information, calendars, and communications internally and externally to help the organization run smoothly. Manage the President’s weekly communications. Coordinate the work of a large board of directors and assist the Director of Operations in projects ranging from hiring to administration, outreach, research, and more. May also coordinate projects related to programs and serve as backup for other roles.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a $1.5 million budget, Global Minnesota is proud to be celebrating 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently some staff work hybrid schedules and others work from home. For more information, visit our website at: [www.globalminnesota.org](http://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, cross-cultural, and interpersonal skills and an interest in working effectively with multiple constituencies are especially effective.

Reports to: Director of Operations

Qualifications: Must be Minnesota-based and able to commute to Minneapolis office. High school graduate and minimum two years of experience in office administration, demonstrating organizational skills; ability to prioritize projects and work on multiple projects simultaneously with strong attention to detail and ability to anticipate and meet deadlines. Need positive, welcoming attitude and outstanding internal/external customer service skills, including handling difficult issues with sensitivity and problem solving. Excellent written, verbal, and video communication skills required; strong Microsoft Office and Google Suite skills needed. Must be discreet. Ability to take initiative and show positive judgement needed as well as flexibility in the changing nature of projects. Understanding of and commitment to the organization’s global mission.

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 30 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Position Details

Board of Directors Coordination
- Manage board and committee meeting calendars, invitations and attendance. Coordinate board and committee meetings, including logistics both in-person and virtual, agendas, meeting materials, and minutes. Draft board communication and responds to information requests. Organize annual board information, such as contact lists, committee assignments, letterhead, conflict of interest forms, etc. Plan board orientations and coordinates the processes for incoming and outgoing board members. Provide support to board committees
and assist with board events. Attend board and committee meetings.

Executive Assistance
- Manage the President’s weekly communication, including proofing and editing; draft correspondence; communicate with internal and external audiences on behalf of the President. Create Power Points and other materials as needed. Provide support for the President when moderating programs, including onsite support for daylong virtual events.
- Assist the Director of Operations on a daily basis with projects related to current priorities. May include coordination of hiring process, research in a wide variety of areas, planning events and activities, drafting letters, summaries, reports, and marketing language, organizing files, office processes and office management; major gifts fundraising and other fundraising; contacting vendors; editing documents, scheduling meetings and sending reminders, coordinating expense and other reports; managing one-time projects, assisting with fundraising projects, etc.
- Coordinates organizational dashboard and statistics.
- This position works in partnership with the Administrative Coordinator on projects as needed to ensure a smoothly functioning organization.

Organizational Support
- May assist with program related needs, such as writing/formatting the Friday “Global Connect” newsletter, coordinating outreach and follow up with promotional partners for various large events, editing video, or creating social media posts.
- Serve as a backup to other staff across the organization when out of the office. Provide backup support to the Administrative Coordinator.
- Participate in staff meetings, events, programs, board functions, fundraisers and more on a regular basis to ensure understanding and support for the organization. Assist with other programs and duties as directed by supervisor.

Employment and Benefit Information: This position is a full-time, nonexempt (hourly) employee working 40 hours/week. If preferred by the candidate, there is flexibility to work between 32-40 hours per week. Initially, work will be hybrid, with a minimum of two days in-office and the rest work-from-home. Additional in-office days may be requested in spring 2022. Laptop, extra monitor, keyboard, etc. provided. Hours between 8:00 am and 6:00 pm, Monday-Friday. Some flexibility needed to shift hours with advance notice to attend early morning or later evening or very occasional weekends to attend meetings/events to be 4 times per month.

Hourly rate ($15.00 - $18.00/hour). Global Minnesota offers a full compensation package including hourly wage, paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, long-term disability insurance, parking, opportunities for professional development, employer contribution to a retirement fund, optional pre-tax employee contribution to a retirement fund and optional pre-tax employee contribution to a Health Savings Account. Our team regularly has opportunities to learn from global and business leaders.

Confidential Application Process: Send a resume and cover letter/letter of interest to Paula Fagbule, Administrative Coordinator, at info@globalminnesota.org. Applications will be reviewed as received.