

Temporary Administrative Coordinator

30-40 hours/week

Position needed now through August 31 or September 16



Global **Minnesota**

Position: Join Global Minnesota's team for the summer with a busy administrative coordinator role. Open mail, run the front desk, answer calls, respond to emails, and help with a wide variety of administrative projects. If you are cheerful, organized, dependable, and interested in all things international, this position is for you!

Work either all in-office or hybrid for 3 days per week in-office and 2 days per week from home – you decide. Position can be 30-40 hours per week based on your availability. Hourly wage is \$18-19/hour with opportunity for a bonus when the position ends. Position comes with paid sick time but no additional benefits. Must be Minnesota-based and able to commute to the office at 1901 University Avenue SE, Minneapolis.

Organization: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 15 and a \$1.5 million budget, Global Minnesota is celebrating more than 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently some staff work hybrid schedules and others work from home. www.globalminnesota.org.

Reports to: Director of Operations

To apply: Send an email (and resume if available) to Kathleen at info@globalminnesota.org. Applications will be reviewed as received.