



Global **Minnesota**

Temporary Administrative Coordinator

Part time 20-25 hours/week

Position needed now through December 16 or 23

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

Work either hybrid (Tuesday/Thursday in-office other days from home) or all in-office – you decide. Position can be 30-40 hours per week based on your availability. Hourly wage is \$18-19/hour. 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 Julie at info@globalminnesota.org. Applications will be reviewed as received.