



JOB ANNOUNCEMENT

POSITION TITLE: Administrative Assistant (contracted)

ORGANIZATION DESCRIPTION

For over 30 years, the Windom Community Council (WCC), a 501(c)3 non-profit neighborhood organization, has served the diverse neighborhood of Windom located in southwest Minneapolis, safeguarding a high quality of life for our residents and the prosperity of our local businesses.

We provide Windom residents of all ages, cultures, races and income levels with the information, tools, and resources to engage civically and help lead in building a stronger and sustainable Windom. We support the sound community and economic development of the neighborhood, ensuring that Windom remains a great neighborhood to live in, work in and visit.

JOB DESCRIPTION

ORGANIZATION: Windom Community Council (WCC) www.windommpls.org

POSITION TITLE: Administrative Assistant (contracted)

TYPE: Temporary, Part-Time, Non-Exempt – up to 1200 hours total through December 31, 2022

WAGE: \$17.00 per hour

REPORTS TO: Executive Director

The Windom Community Council (WCC) is seeking a qualified professional to serve as the organization's Administrative Assistant responsible for supporting the Executive Director and Board of Directors to help them stay organized to successfully execute groundbreaking organizational neighborhood engagement work and programming in 2022.

The Administrative Assistant will be responsible for executing day-to-day administrative support tasks such as answering the telephone, forwarding email, calendar meeting scheduling, maintaining, and updating the organization's Shared Drive Folder, and supporting various internal communications duties and assistance to the Board President and Treasurer when needed.

The Administrative Assistant customarily and regularly exercises discretion and independent judgment. This position is responsible for successfully completing the following responsibilities:

RESPONSIBILITIES

- Receiving/screening the organization's Google Phone telephone calls for proper response.
- Schedule appointments and maintain calendars.
- Schedule and attend Board, staff, and other meetings (logistical support).
- Pick-up mail from Windom school. Collate and dispense mail.
- Prepare communications, such as instructional documents, memos, emails, invoices, reports, meeting minutes and other correspondence.
- Create and maintain filing systems, both electronic and physical.
- Create Excel and Word spreadsheets as requested by the Executive Director & Board Treasurer.
- Perform other related clerical duties as assigned by the Executive Director & Board President.

MINIMUM QUALIFICATIONS

- At least two years of experience providing high-level administrative support to multiple internal stakeholders (volunteers and contracted staff).
- Interpersonal and communications skills sufficient to effectively represent the Board of Directors and the Executive Director.
- To develop and maintain positive internal and external working relationships.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to multi-task, organize, prioritize work and meet demands of workload with interruptions.
- Ability to learn and adapt quickly to changing needs, priorities, requirements, deadlines, etc.
- Ability to work independently and in a team, using sound judgment.
- Ability to maintain high level of confidentiality in dealing with information.
- Advance proficiency in the use of technology and business software including Microsoft Office Suite, ZOOM Videoconferencing, Microsoft Teams and Google Phone.
- Car is required with proof of insurance and current Minnesota Driver's License.

PREFERRED QUALIFICATIONS

- General knowledge of neighborhood organizations and community-based work.
- Ability to work independently and plan, organize and prioritize and coordinate a variety of work activities and schedules in a highly dynamic environment.
- Ability to make critical decisions concerning external contacts to the organization following WCC communications policies.
- Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

CLOSING DATE OF POSITION: As soon as filled.

HOW TO APPLY: Please send cover letter [sharing why you want to provide administrative support to a grassroots organization, your relevant experience], current resume and three references to windomcommunity@gmail.com. Inquires that do not include a cover letter, resume and references will not be reviewed. Please put "Application for Administrative Assistant" in the subject line.

Questions can be directed to Mario at 612-423-5175.