



### **Administrative Coordinator (Part-time, non-exempt)**

Be the administrative guru at Valley Outreach! Join our team as the Administrative Coordinator! Coordinate the schedules of our generous volunteers, creating the dynamic teams we need to serve our clients. Work closely with the Executive Director, Director of Operations, and Volunteer Manager on a multitude of tasks, from event prep to emails to social media posts. Learn how our building runs and be a backup for facility issues. Know that making copies is not just copying text, it's sharing ideas and strategies to grow as an organization (okay, sometimes it's just copies)! Turn administrative tasks into smooth running operations, all in support of our mission.

#### **We Have:**

- An organization that is an innovator and one of the leaders in the Food Shelf sector in Minnesota, with new initiatives like Better Shelf for Better Health and Mobile Choice (food shelf delivery).
- A small but mighty staff with a lot of heart, humor, energy, and brain power. We work together, doing so much more than we could individually.
- A philosophy of tapping your knowledge, expertise and talent – your ideas and contributions are valued here.
- Great opportunities for continuing your own professional development throughout the year.
- Retirement through a SIMPLE IRA (with a match!), holidays and PTO.
- Cake (for your birthday).

#### **You Have:**

- A joy in completing the small tasks and understanding how they fit into the big picture.
- Love of variety. You get energized juggling various tasks and priorities.
- Speed and accuracy at data entry. Whether it's scheduling volunteers or entering volunteer applications, these aren't just names and numbers to you. They are the people that make what we do possible!
- A forward thinking attitude. You love being two-steps ahead!
- A supportive and complementary work style. You excel when working in partnership with your supervisor and coworkers on this mission focused work.
- A schedule you love. You prefer, nay, you THRIVE on a schedule that's part-time.

### **Administrative Coordinator Job**

The Administrative Coordinator works to support all administrative tasks at Valley Outreach, in support of general operations, volunteer management, event management, and more. This position is supervised by the Director of Programs. Duties include, but are not limited to, the following:

- Volunteer Management Support:
  - Manage the front desk volunteers, tasks, and schedules

- Schedule volunteers through our custom database
- Greet and assist volunteers with signing in and preparing for their shift
- Scan, copy, and prepare materials related to volunteers
- Prep for volunteer groups including sign in sheets, name tags, and other materials
- Provide coverage for and general support to the Volunteer Manager
- Operational Support:
  - Administrative tasks as necessary including copying, scanning, faxing, printing labels, shredding, monitoring supplies, and special projects as assigned.
  - Create all posted materials for the facility
  - Maintain public areas of the Valley Outreach facility - lobbies and office supply area
  - Pick up mail daily, distribute to ED or Director of Operations
  - Update administrative documents
  - Bring deposits to the bank
  - Order food for Valley Outreach events
  - Be the back up to the Director of Operations on Social Media posts
- Executive Director Support:
  - Be the go-to for any administrative tasks request from the Executive Director including making copies, sending emails, picking up materials and other tasks as needed.
- Support the day to day operations of all Valley Outreach programs as needed.

### **About Valley Outreach**

The mission of Valley Outreach is to help our St. Croix Valley neighbors who are in need of food, clothing, emergency financial assistance, and other support, while respecting individual dignity and offering encouragement and hope.

Founded in 1983 as the St. Croix Valley Emergency Food Shelf, Valley Outreach is a community-based, privately funded nonprofit serving our St. Croix Valley neighbors who, for a variety of reasons, find themselves in need of basic necessities.

### **Qualifications & Experience**

- Positive attitude and sense of humor.
- Excellent interpersonal communication skills with ability to prioritize and stay calm under pressure.
- Minimum of 3 years administrative experience required, preferably in a non-profit.
- High attention to details and “getting it right,” the little things matter.
- Superior written communication skills.
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint, Access), social media tools (Facebook, Twitter, Instagram) and other office productivity tools (email, database management, digital media, etc.).
- Willingness to pitch in as a “jack” or “jill” of all trades.
- Sensitivity for those living in poverty or experiencing situational poverty.
- Ability to lift at least 50 pounds.
- Ability to work closely and communicate effectively as part of a team.

**Salary Range:** \$15 per hour

### **Work Hours**

Flexible, up to 30 hours per week

Competitive salary and benefits based on qualifications. To apply, send a cover letter and resume to [kateri.routh@valleyoutreachmn.org](mailto:kateri.routh@valleyoutreachmn.org).