

Job Summary – Administrative Coordinator

MINNCAP OVERVIEW

The Minnesota Community Action Partnership (MinnCAP) is a membership anti-poverty, policy, training and technical assistance and advocacy organization. Members of the Association are approximately 23 local private Community Action Agencies in Minnesota. Principle network members are designated recipients of the federal Community Services Block Grant, which supports each organization's core anti-poverty mission. The Association strives to build collaboration and key partnerships with other organizations that share the anti-poverty role and mission.

POSITION OVERVIEW

Under the direction of the Executive Director, the Administrative Coordinator enhances the office's effectiveness by providing information management support and facilitating accelerated development. They are the first point of contact – the face and voice of MinnCAP, welcoming visitors and taking calls. They also act as the Office Manager in ensuring the smooth and efficient running of the office and all ancillary operations.

JOB RESPONSIBILITIES

Executive Support

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves Executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications.
- Assists with maintaining Executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Prepares reports by collecting and analyzing information.
- Prepares meeting packets and keeps minutes of all MinnCAP Board and Committee meetings.
- Provides historical reference by developing and utilizing filing and retrieval systems.

Administrative

- Welcomes guests by greeting them, in person, through social media outlets or telephone, and directing inquiries.
- Records, files, and tracks all outgoing and incoming mail.
- Manages all matters pertaining to reception/office appearance and utilities.
- Assists with administrative tasks and provide research and administrative support to all MinnCAP staff, when necessary.
- Maintains current and accurate employee information and records.
- Facilitates new hire onboarding and completion of required documents.
- Assists with managing employee benefit programs including medical, dental insurance and retirement benefits.
- Oversees agency website including updates, maintenance and technical support.
- Facilitates and arranges meeting facilities and amenities, travel and lodging for staff when needed.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Operations

- Cooperates with landlord on local facility/maintenance.
- Ensures operation of equipment by completing preventative maintenance requirements, troubleshooting malfunctions, facilitating repairs, and maintaining equipment inventories.
- Manages relationships/agreements with external partners/vendors.
- Ensures that the company runs with legality and conformity to established regulations.
- Works in conjunction with other leadership to ensure external contracts and fee for service opportunities are executed and accounts receivables are met

Fiscal

- Manages procurement processes and coordinates material and resources allocation.
- Records day to day financial transactions and processes accounts receivable/payable in a timely manner.
- Manages auto-pay, ACH, and credit card transactions.
- Manages all membership invoices and payments for MinnCAP.
- Assists in the preparation of the annual financial audit.
- Assists other departmental leadership in accounts receivable to the agency
- Works in conjunction with the agency's contracted accountant to ensure all invoices are submitted timely.

General Agency Duties

- Foster an environment that promotes trust and cooperation amongst staff, management, and member agencies.
- Attend staff, program association and board meetings.
- Participate in agency functional teams and ad-hoc committees.
- Represent MinnCAP in meetings and conferences, as appropriate.
- Provide logistical support on project activities as needed.
- Other duties as requested by the Executive Director

REQUIRED QUALIFICATIONS

- Proven administrative or office management experience including fiscal account receivable and payable activities
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office, Google Suites and cloud-based systems
- High school diploma or equivalent; college degree preferred
- Knowledge of Community Action, economic mobility, injustice, equity and poverty preferred

SUPERVISORY RESPONSIBILITY

No supervisory responsibilities at this time, however, based on agency growth, potential opportunities may develop for supervision of interns or volunteers.

WORKING CONDITIONS

This position requires some travel, including out of state and overnight. Work is largely performed in a modern, accessible office environment.

MinnCAP is committed to creating a diverse and inclusive environment. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

SALARY

This is a Non- Exempt, .75 full-time position with a beginning salary range between \$46,000- \$53,000 annually with a competitive benefits package.

APPLICATION PROCESS

Applications are requested by December 2, 2024.

Email a PDF attachment of the following documents to info@minncap.org

- Resume
- List of 3 references -include name, relation to applicant, email address and phone number for contact