POSITION SEARCH – Office Coordinator

Candidate Profile

July 2022

Office Location: Saint Paul, Minnesota

Activity Areas: Administration | Human Resources

Category: Office Support

Job Type: Full Time

Salary: $44,000-$49,000 annually

Hours: 40 hours per week/Full Time

Rethos is a non-profit organization that leads and inspires people to connect to historic places, promoting equity, community vitality, and engagement. Through its programs and services, Rethos advocates for a new understanding of preservation that highlights the histories of underrepresented communities and equitably enhances community vibrancy on a broad spectrum, including activities that directly impact economic and social well-being.

Rethos is building our team! In the coming years, Rethos will be growing and looking to hire and promote a high-functioning, diverse team to work in an environment of inclusion, equity, collaboration, and innovation. Rethos operates in communities in every corner of our state and across the region, and our team members should look like and share the lived experiences of these varied communities. For us, diversity comes in various forms including race, gender affiliation, abilities, location, and socio-economic backgrounds. We welcome, cultivate, & seek out difference.

The Office Coordinator will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The Office Coordinator is responsible for developing intra-office communication protocols, streamlining administrative procedures, and inventory control. We are looking for someone who is an energetic professional who doesn't mind wearing multiple hats. You should be well organized, flexible, and enjoy the administrative challenges of supporting an office of diverse people. This position reports to our Deputy Director and is located in the St. Paul office.
POSITION RESPONSIBILITIES

Office Administration

- Point person for maintenance, mailing, shipping, supplies, equipment
- Liaise with IT support (phone, computer, internet, copiers, other tech)
- Organize on-boarding, orientation, training, and off-boarding of staff members
- Provide general support to visitors
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Participate actively in the planning and execution of internal company events
- Monitor and maintain office supplies inventory

Program Support

- Perform significant administrative support for program areas, development, finance, and executive of the organization
- Support the Executive and Deputy Directors with the Board and Committees
- Compile, store, retrieve, and report organizational and program data as needed utilizing NeonCRM
- Coordination of online, web-based, and social media outreach in collaboration with the Development and Communications division
- Assist with special projects and event support as assigned

Core Competencies

- Excellent time management skills and ability to multitask and prioritize work
- Knowledge of basic-level human resources management practices and procedures
- Attention to detail and problem-solving skills

BACKGROUND AND KNOWLEDGE AREAS

- Ability to build and maintain working relationships with a wide variety of people and organizations, including within communities that have historically been underrepresented in historic preservation
• Ability and willingness to travel regularly within the Minneapolis-St. Paul metropolitan area
• Strong interpersonal, verbal communication and presentation skills
• Excellent organization and file management skills
• Experience using fundraising software, like Neon CRM, or similar
• Working knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)

EDUCATION AND EXPERIENCE
• High school diploma or equivalent (minimum)
• Undergraduate degree (preferred)
  o Three to four years paid or volunteer experience as an office assistant/manager can substitute for an undergraduate degree
• One to two years direct working experience (paid or volunteer) in office administration or similar field
• Cultural competency and fluency in a language other than English is highly desired, with a preference for Spanish, Hmong, and any languages of the Cushite family
• Familiarity with the geography and history of Minnesota and its ethnic and cultural diversity a plus

SALARY AND BENEFITS
The salary range for this position is $44,000 - $49,000. Benefits include paid no-cost medical insurance with no waiting period from date of hire, IRA with match, unlimited vacation, cellular data allowance, and paid parking or transportation allowance.

TIMING
Deadline for application: Before 5pm on August 11, 2022. Applications will be evaluated as they come in. August 11, 2022 is the latest the search will close.

Submit a cover letter, resume, and three recent professional references to Info@Rethos.org. Any questions can be directed to Erin Hanafin Berg at Erin@Rethos.org.