



Open Arms of Minnesota Job Description: Executive Assistant and Project Manager

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish body, mind, and soul. In our state-of-the-art kitchen, OAM staff members and more than 6,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 3,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: October 8th, 2021

Closing Date: Until filled

Position Overview:

This full-time salaried position contributes to the fulfillment of Open Arms' mission by serving as the primary provider of administrative/clerical assistance, project management and support to the CEO and the Leadership Team. This position will manage communication, calendars, schedules, and the online portal and database, for the Board of Directors, under the supervision of the CEO. The Executive Assistant will also assist with reception duties and HR projects as needed. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Primary Job Responsibilities:

- Manage schedules as directed by CEO by planning and scheduling staff and department meetings, presentations, other office-related events, and sending reminders regarding upcoming appointments.
- Work with the CEO to keep well informed of upcoming commitments and responsibilities, following up appropriately.

- Help coordinate internal management meeting schedules, including senior leadership team meetings, cross functional team meetings and all staff meeting.
- In concert with the CEO, manage the planning process for the opening of the OAM St. Paul building, creating calendars and task lists for Directors.
- Provide scheduling support for other Leadership Team members.
- As directed, manage all-staff calendars, committees, and meeting spaces.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Track projects and deadlines for the CEO.
- Maintain, update & create meeting and committee agendas, materials, minutes, correspondence and follow up actions, administrative documents, and project plans for the CEO and Leadership Team.
- Attend all board and board committee meetings as requested: coordinate and prepare agendas and materials, take meeting minutes, draft documents, and organize and track follow up tasks.
- Keep documents on Board Effect (the online portal for Board of Directors) current and accurate, manage uploading and distribution of information.
- Act as building receptionist when needed, greeting guests, and screening visitors, ensuring visitors sign in, maintaining and promoting professional and friendly atmosphere in OAM building.
- Support and welcome guests to the building, including the CEO's guests.
- Prepare and edit complex and confidential correspondence, communications, presentations, and other documents as requested.
- Handle confidential material, exercising discretion when responding to inquiries
- Make travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Act as a backup for other administrative and support staff as needed, including office manager, HR specialists, etc.
- Deliver mail and other administrative items between office locations.
- Handle other administrative/clerical duties as needed by CEO or the HR Director.
- Maintain strict confidentiality and boundaries.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude always.
- Other related duties as assigned.

Requirements:

- High school diploma required.
- At least 3-5 years of senior leadership/administrative support experience in a professional environment.
- Valid drivers' license and reliable transportation.
- Ability to communicate verbally and in writing in English.
- Demonstrated understanding and ability to always maintain confidentiality requirements and the highest of professionalism.

- Strong customer service skills with internal and external stakeholders.
- Demonstrated extremely strong project management skills.
- Extremely detail-oriented, well-developed organizational skills and ability to handle multiple projects at the same time.
- A forward-looking thinker who actively seeks opportunities and proposes solutions.
- Ability to adapt quickly to the changing needs of the Organization.
- Friendly, welcoming demeanor, able to keep calm in demanding, busy situations.
- Ability to contribute to a positive team environment.
- Strong ability to multi-task and work in a fast-paced, high-pressure setting.
- Strong administrative and computer skills.
- Ability to work independently and as a team member.
- Ability to adhere to attendance and punctuality requirements.
- Flexibility to work occasional evenings and weekends.
- Proficiency in standard office software programs (All MS Office products – Word, Excel, and PowerPoint in particular).
- Sensitivity and commitment to diversity and able to work respectfully with wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Able to operate standard office equipment (such as telephone, computer, printer and copy machine).
- Able to sit for long periods of time.
- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on computer screen as well as to use a computer and variety of software programs.

Reports to: CEO

Compensation Range: \$48,000 - \$52,000 annually

Location: Minneapolis MN 55404

Hours: 40 hours per week

To Apply:

Please send resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 612-872-0866
- Mail: 2500 Bloomington Ave, Minneapolis MN 55404

- NO CALLS PLEASE

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/life/ STD/LTD insurance, personal time off (PTO), paid Holidays and an employer match program for the retirement plan. We also offer and employee-paid dental plan.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employer

