



## **Open Arms of Minnesota Job Description: Executive Assistant and Office Coordinator**

### **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: by providing food as medicine, we nourish our clients and build community. 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 more than 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](http://www.openarmsmn.org)

**Open Date:** June 16<sup>th</sup>, 2022

**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 support and organization to the organization, the senior leadership team, and the CEO. This position will manage schedules, will plan, document and report on meetings, will support the work of the Board of Directors, and will ensure smooth operations at 2 OAM offices. This person will work hours at both the Minneapolis headquarters and the St. Paul campus location. 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.
- Administrative assistance, support and scheduling as needed to the CEO and the Leadership Team.

- Work with the CEO to keep well informed of upcoming commitments and responsibilities, following up appropriately.
- Assist CEO and Senior Directors with managing Food is Medicine Coalition working groups and committees.
- Help coordinate internal management meeting schedules, including Senior Leadership Team meetings, cross functional team meetings and all staff meeting.
- Track projects and deadlines for the CEO.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- 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.
- Manage communication, calendars, schedules, and the online portal and database for the Board of Directors, under the supervision of the CEO.
- 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, manage and assist Board members with access to the system.
- Support with the office administration of two locations.
- Ensure both office environments are neat, orderly, organized, and well stocked.
- Deliver mail and other administrative items between office locations.
- As directed, manage all-staff calendars, committees, and meeting spaces.
- Act as building receptionist when needed, greeting guests, and screening visitors, ensuring visitors sign in, maintaining and promoting a professional and friendly atmosphere in OAM building.
- Support and welcome guests to the building, including the CEO's guests.
- Handle confidential material, exercising discretion when responding to inquiries.
- Make travel arrangements for senior staff such as booking flights, cars, and hotel or other reservations.
- Assist CEO with special projects.
- Act as a backup for other administrative and support staff as needed.
- 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 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.
- 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

**Location:** Minneapolis and St. Paul, MN

**Pay Rate Range:** \$45,000-\$55,000 annually

**Hours:** Full-time, 40 hours per week

**Location:** Minneapolis and St. Paul, MN

**To apply:**

Please send resume and cover letter detailing pertinent experience to:

**OAM HR**

- Email: [jobs@openarmsmn.org](mailto:jobs@openarmsmn.org)
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

**Benefits:**

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

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**