



Position Description

JOB TITLE: Administrative Assistant
REPORTS TO: Executive Director
STATUS: Part-Time (20-32 hours per week), nonexempt

ORGANIZATION PROFILE

HOPE 4 Youth is a nonprofit organization located in Coon Rapids, providing pathways to end youth homelessness in our community. We focus on four key areas: (HOPE)

- Housing
- Outreach
- Prevention
- Education/Employment

HOPE 4 Youth grew out of a community effort to combat youth homelessness. In March 2013, HOPE 4 Youth opened our doors to the first drop-in center for youth experiencing homelessness in the north metro suburbs. In late 2016, we expanded our focus on long-term solutions to ending youth homelessness and opened HOPE Place, a transitional housing site for young people ages 18-24. Today we continue to grow our programs and expand opportunities for young people experiencing homelessness.

HOPE 4 Youth currently has 12 members on its Board of Directors, 20 staff, and a budget of \$1.7 million. HOPE 4 Youth is well respected and supported in the community and mobilizes over 250 volunteers to serve in a variety of ways.

POSITION OVERVIEW

The Administrative Assistant role is to enhance and support the work of the Executive Director and the directors on the organization's leadership team, and provide general administrative support across the agency. This position is also responsible for supporting all functions of the Board of Directors and its committees. This position is part-time, up to 32 hours per week.

RESPONSIBILITIES AND DUTIES

- Assist with maintaining the calendar and schedule of the Executive Director including planning and scheduling meetings, conferences, teleconferences, and other functions
- Coordinate travel arrangements, prepare itineraries, plan logistics, and prepare expense reports for the Executive Director
- Screen all incoming phone calls, inquiries, visitors, and correspondence of the Executive Director and route accordingly

- Provide general reception/front desk duties at the administrative office including, answering the main phone line, greeting guests, accepting deliveries, etc.
- Maintain office supplies by checking inventory and ordering items
- Provide support for Board of Directors and related Board Committees including scheduling meetings, meeting setup, preparation and coordination of materials for those meetings, taking minutes, and maintaining historical files, documents and records.
- Provide direct administrative support and assistance to agency directors, and provide general administrative support and complete organizational tasks across the agency as needed
- Manage the incoming in-kind donations for HOPE 4 Youth
- Run errands and deliver items to/from the different HOPE 4 Youth building locations
- Other duties as apparent or assigned

SKILLS AND QUALIFICATIONS

- Bachelor's degree or 5 years of experience in an administrative support role
- Must be computer and technology savvy, and highly proficient with the entire MS Office Suite (Outlook, Word, Excel, Power Point...) and electronic communication platforms including Microsoft Teams and Zoom. Experience with database management platforms a plus.
- Strong attention to detail and excellent organizational skills are required
- Must be dependable, exhibit a high degree of professionalism, exercise good judgement, and have the ability to use discretion in dealing with confidential information
- Ability to maintain positive, healthy relationships with co-workers and be a team player
- Ability to take initiative, multi-task, be flexible, and adapt to shifting priorities
- Must have the ability to write, speak, and communicate clearly and professionally
- Volunteers are an integral part of our work and culture at HOPE 4 Youth. All staff must embrace volunteers as an integral part of the organization, and be willing to manage, supervise, work alongside, and foster good relationships with volunteers
- Must be able to work effectively in a diverse, mission-driven agency committed to the principles of diversity, equity, and inclusion with respect to race, ethnicity, gender identity, sexual-orientation, socio-economic status, nationality, and religion
- Familiarity with nonprofit organizations and the homeless sector a plus
- Driver's license and access to a vehicle are required

To Apply:

Applications will be accepted through August 26th. To apply, send cover letter and resume to Linda Bryant at lbryant@hope4youthmn.org. You can also email her at this address with any questions.

HOPE 4 Youth is an Equal Opportunity Employer of all people regardless of gender, race, culture, religion, ethnicity, protected veteran status and/or disability.