

2B CONTINUED Office Coordinator/Administrative Assistant Job Description

Purpose: Assist Executive Director with daily operations and public relations

Reports to: Executive Director (ED)

Primary work location: 2B CONTINUED Office

Hours: 140 hours per month, approximately 34 hours/week

- Part-time, hourly, non-exempt
- Earned Sick and Safe Time Off, per MN employment law
- Scheduled Monday-Thursday 9-4pm + approximately 20 hours/month as needed to cover Fridays, evenings, and weekends, as needed, and determined by ED

Job Responsibilities:

- General office duties and day to day communications
- Gatekeeper for employees, vendors, donors, customers, and volunteers
- Coordinate community trainings and outreach activities
- Organize office and storage areas
- Manage inventory and supplies
- Maintain record keeping systems: data entry, tracking and filing
- Make bank deposits and send donor acknowledgements
- Maintain company calendar
- Volunteer coordination
- Perform light cleaning and building maintenance
- Complete special projects and assignments as directed by ED

Required Qualifications:

1. Passion for 2B CONTINUED's mission and supportive of organization
2. Character traits: dependable, honest, trustworthy, respectful, accountable, integrity, approachable
3. Positive attitude, empathetic, and compassionate towards others
4. Excellent customer service, oral and written communication skills
5. Public speaking ability to present to small audiences
6. Computer proficiency with Microsoft Office 365 (Teams, Outlook, Word & Excel)
7. Willingness to learn donor management system
8. Work efficiently to develop and execute work plans
9. Ability to multi-task and prioritize workload to meet deadlines
10. Strong organizational skills with attention to detail
11. Ability to work both independently with minimal supervision and with others as a team
12. Willingness to follow direction of ED, to carry out vision for the organization

Other Requirements:

1. Pass criminal background check
2. Availability to work flexible schedule as needed: evenings, weekends, and additional hours during high demand times.
3. Valid MN Driver's License
4. Reliable transportation and personal auto insurance coverage
5. Attendance at 2B CONTINUED's main events and outreach activities:
 - Dancing Like the Stars (Reveal 1st Wed. in Jan; Show 2nd Sat. in April)
 - Continuing Education Conference for Professionals (4th Tuesday in September)
 - Training Day (2nd Tuesday & Wednesday in June)
 - Take 5 To Save Lives Bike Run (2nd Saturday in September)
 - Legends of the Opry (November)
 - Other events upon request

Preferred Qualifications:

- Previous office and/or administrative assistance experience with a nonprofit organization
- Familiarity with trauma informed suicide prevention and mental health safe messaging best practices