

TITLE: Office Coordinator
DEPARTMENT: Administration
REPORTS TO: Vice President of Administration
STARTING WAGE: \$19.00 – \$22.00 per hour
EMPLOYMENT STATUS: Part-Time (0.4-0.5 FTE)
FLSA STATUS: Non-Exempt

WHO WE ARE AND WHAT WE DO

United Way of Southeast Minnesota mobilizes our community to action so all can thrive. For 100 years, United Way of Southeast Minnesota has seen how our communities' greatest challenges are connected — and how we can bring people and resources together to address them. We meet basic needs today while working with community members to help create a better future for tomorrow.

You can learn more about our organization, our impact, and our values at www.uwsemn.org.

HOW YOU WOULD FIT IN AND STAND OUT

- This role is managed by the VP of Administration. United Way's Administration team has three employees, but this position collaborates across all departments.
- Our organization has a strengths-based culture and finds value in diverse skills and strengths.
- This position plays a key role in communicating United Way's mission and values through direct interaction with those we serve and facilitating mission-driven work by ensuring the organization can function smoothly and with minimal distraction from logistical or operational concerns.
- We are looking for an outgoing and detail-oriented person to be the first point of contact for those we serve and to aid the rest of the administration team in a variety of tasks and projects. Key technical skills for this role are familiarity with CRM systems and comfort with Microsoft Office Suite.

PRIMARY RESPONSIBILITIES AND EXPECTATIONS

The Office Coordinator is a part-time position, with long-term opportunities to become full-time, based on performance and organizational growth. This position plays a crucial role in providing administrative support to the organization. They serve as the first point of contact for the organization, managing the front desk by greeting visitors, answering calls, and ensuring a professional and welcoming environment. They are responsible for maintaining the appearance of both the front office and back-of-house areas. Additionally, they will provide finance support through basic recurring data entry and assist the VP of Administration in preparing documentation for Finance and Audit.

Committee meetings. Other duties include clerical support tasks such as retrieving mail, managing office inventory, and ordering supplies.

The Office Coordinator reports to the Vice President of Administration. Many of the Office Coordinator duties are shared with the Executive Assistant, who will generally work opposite shifts.

Customer Service

- Provide excellent customer service to staff and visitors.
- Address inquiries and resolve issues.
- Maintain a positive and professional office environment.

Front Desk

- Answer phones and direct calls, as needed – ensuring inquiries are answered.
- Maintain conference room calendars, track registration and payments for meetings/events.
- Handle mail and deliveries, as needed, and when Executive Assistant is unavailable.

Administrative Support

- Maintain front office bulletin boards, building bulletin boards, and general appearance of the front office area and back-of-house area.
- Ensure office equipment is maintained in proper working conditions.
- Work with Executive Assistant to maintain office supplies and equipment.

Coordination and Organization

- Facilitate communication between departments.
- Ensure efficient workflow and office operations.
- Manage office space and facilities.

Finance Support

- Assist in document preparation and take meeting notes for Finance and Audit Committees.
- Assist in performing data entry duties as assigned.
- Work with VP of Administration to process payroll twice monthly.
- Provide back-up for Finance Assistant as needed.

THIS JOB IS FOR YOU IF YOU...

- Are detail-oriented and organized.
- Enjoy helping people and solving problems.
- Thrive in a mission-driven, community-based organization.
- Are comfortable using tools like Microsoft Office 365 and learning new tech.

- Possess exceptional written and verbal communication skills in English (fluency in Spanish, Somali, or other languages commonly spoken in our region is a plus).
- Are experienced in providing outstanding customer service.
- Have experience in a nonprofit organization or work with nonprofit boards.

OUR WORKPLACE

- Typical office hours are Monday-Friday from 8:30 a.m. - 4 p.m.
- This position is scheduled Monday through Friday from 8:00am-11:30am (17.5 hours per week) – with some flexibility.
- This position is located in our office in Rochester, Minnesota.
- We are looking to hire a resident of our service area (Olmsted, Dodge, Winona, or Fillmore Counties) who lives within daily commuting distance, as we are rooted in our local community. In-person meetings and activities are required.
- We offer flexible work schedules to meet individual and family needs, and we need you to be available during peak times. We are willing to work together to make sure both employee and organizational needs are met.
- Hybrid/remote work options are available on an individual basis.
- Occasional availability outside of typical office hours is expected for special events.

United Way of Southeast Minnesota is an equal opportunity employer. Individuals who share lived experiences with the people and communities we serve are strongly encouraged to apply. We intentionally do our best to eliminate bias and remove barriers that may limit other applicant pools. United Way encourages applications from individuals of all races, genders, ages, and abilities.

COMPENSATION AND BENEFITS

- Starting wages of \$19.00 – \$22.00 per hour, depending on qualifications.
- Employees are paid electronically twice a month.
- Benefits include all legally mandated benefits (such as Social Security, worker's compensation insurance, and employee safe and sick time leave benefit), but the position is ineligible for other United Way benefit-eligible programs.
- 1 hour paid time off for every 30 hours worked, plus 15 paid holidays.
- United Way of Southeast Minnesota is unable to provide visa sponsorship.

TO APPLY:

Please email Mathew Bjorngaard (mathewb@uwsemin.org) with your resume **and** a cover letter that touches on topics such as interest in the role, relevant experience, connection to the mission. Applications without a cover letter will not be accepted.

Applications will be considered on a rolling basis and position is open until filled. Priority consideration will be given to applications received by 4:00pm on Friday, May 2nd.