



Administrative/Office Assistant Job Description GMCC

Organization Summary: GMCC has a 117-year history collaborating with communities to make a positive impact throughout Minnesota. Our initiatives and programs have included advocacy and education around equity and poverty; volunteerism and service learning; mentoring and youth development; support services for seniors; and food security. Today, GMCC is an entrepreneurial organization that partners with the communities most impacted by a challenge or opportunity to co-design and lead a response. We work in the areas of youth, food, and well-being.

Type: exempt, full-time, estimated 40 hours per week

Hours: generally 9-5 or 10-6

Reports to: GMCC Executive Director

Direct Reports: None

Start Date: ASAP

Application deadline: Accepting applications on a rolling basis with a deadline of November 30th

Pay: \$38,000 - \$43,000 /year

Administrative Support 50%

- Sort and distribute mail
- Complete meeting scheduling for staff members
- Monitor and respond to Leadership Staff emails
- Inventory, organize, and order organizational office and program supplies
- Take meeting notes and complete meeting follow up

Data Management 30%

- Maintain, enter, and organize data
 - Manage organization's database tools and task management software including GSuite and Airtable
 - Maintain accurate donor information in NeonCRM
 - Perform regular audits to ensure database accuracy
 - Ensure accurate database reconciliation
 - Track grant deadlines and active grants
 - Run reports as needed
- Process donor acknowledgements and thank you notes
- Support development staff and Executive Director in maintaining relations with donors

Bookkeeping 20%



- Assist Operations Director with monthly AR/AP reconciliation
- Enter AR/AP in Quickbooks

Qualifications

- Ability to meet deadlines
- Ability to work independently and think critically and creatively to solve problems
- Knowledge and/or familiarity with functions of databases, Microsoft Office, and Google Suite platforms
- Detail driven (data entry, analysis, file keeping and organization)
- Strong communication skills both verbal and written
- Ability to participate as a team player in achieving department and organizational goals
- Ability to maintain and support confidentiality
- Desire to learn new skills and engage with many organizational departments
- Experience and competence working with people from backgrounds other than your own
- Committed to equity, social justice, and building intercultural skills
- Willing to work on-site (this is a position that will be preliminary on site vs. remote)

How to Apply

GMCC works with Oasis (a Paychex Company) for Human Resources and Recruitment. Please follow the directions below to apply for this position:

Go to www.oasisdeg.com and enter the following credentials:

1. Username: GMCC
2. Password: applicant
3. use myoung@gmcc.org for the hiring managers email when prompted
4. Include in your application your resume, cover letter, and a list of three references.