



Great MN Schools
1330 Lagoon Ave 4th floor
Minneapolis, MN 55408

January / 5 / 2023

Position description: Administrative Assistant (part-time)

About Great MN Schools

We work to ensure that every child attends an excellent and equitable school that prepares them to thrive in their lives, careers, and communities.

Great schools that enroll kids from low-income backgrounds make a difference. These students grow academically at twice the rate, are twice as likely to graduate, and are six times as likely to earn a postsecondary degree. We focus on developing and sustaining great schools in Minneapolis for all students through:

- Creating more high-performing schools for underserved communities. Our school-centered approach starts with identifying schools with strong leaders and culture, and helping them diagnose their strengths and gaps. We facilitate the development of a strategic roadmap, and surround schools with support to ensure the implementation of strategic interventions and evidence-based solutions.
- Building community partnerships to support underserved families' ability to navigate K-12 systems. We work with community organizations to provide families with helpful tools and resources, resulting in families choosing better options for their children, stronger family-school relationships and stronger schools.
- Advancing proven solutions toward more high-performing schools. We elevate what's possible, and engage the community as partners in change.

By working alongside schools and supporting families, we're committed to transforming education equity for students—of all backgrounds—and elevating what's possible.

Position description

Great MN Schools is looking for a part-time Administrative Assistant to provide scheduling, travel planning, and other administrative support to the CEO and the Sr. Director of External Affairs, as well as providing logistical and administrative support for large meetings and events. We are looking for someone with strong organizational skills and attention to detail who will be comfortable executing routine administrative functions to support senior leaders, while also fulfilling the dynamic needs of a small, nimble team.

The position is part-time, approximately 20 hours per week. There is some flexibility in scheduling, though most work will take place during standard operating hours of 9:00 am - 5:00 pm. The position is a hybrid role based in Minneapolis, requiring some in-person office work each week. The position reports to the CEO and will also meet weekly with the Sr. Director of External Affairs, who oversees fundraising.



Responsibilities include:

Executive Support

- Respond to and initiating (when appropriate) email and phone communications on behalf of the CEO
- Manage the CEO's calendar, adjusting for conflicts and responding to scheduling requests in a timely manner
- Maximize the CEO's efficiency and aligning her time with the priorities of the organization
- Support email inbox management for the CEO
- Manage travel logistics and activities, including event registrations, accommodations, and transportation
- Assist in processing invoices and managing reimbursements
- Update our online contact management system (Bloomerang) with contact information for new individuals as they engage with the CEO and other senior leaders

Fundraising Support

- Prepare materials for development meetings (printing decks, creating folders, adding assets, labeling materials)
- Assist Sr. Director of External Affairs with prospective and current donor bios, histories, and key information to ensure CEO is knowledgeable and prepared for all meetings
- Process incoming gifts, including tracking in Bloomerang, scanning and saving checks/donor letters/gift acknowledgement letters in our donor management files, printing, and mailing acknowledgment letters
- Manage mailings including annual reports, holiday cards, etc.

Team Operations Support

- Provide logistical support for large events (such as quarterly lunch & learns, board meetings, annual meetings) including tracking RSVPs, planning and executing logistics, preparing materials, preparing nametags, and ordering lunch, etc.
- Support Sr. Manager of Operations in planning and executing team-building efforts, including coordinating meetings, retreats, special events, and recognitions
- Support travel logistics for participants of large trips hosted by Great MN Schools (1-3 times /year)
- Ensure office is stocked with the supplies and materials needed to function seamlessly
- Help other team members with special projects as assigned

Qualifications

The ideal candidate should possess a strong commitment to Great MN School's mission and the following skills, qualifications, and personal characteristics:

Required Skills and Qualifications

- 2-3 years of experience in an administrative role, ideally reporting to a lead executive
- Excellent written and verbal communication skills
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects
- Proficiency with office productivity tools
- Ability to maintain confidentiality of information related to the organization and its employees

Personal Characteristics

- Strong commitment to Great MN Schools' mission and vision for transforming K-12 education so



that children of all races, means, and origins access excellent and equitable schools:

- Mission—Ensure every child attends a great school that prepares them to thrive in their lives, careers, and community
- Values—Honesty, Inclusivity, Intentionality, Courage, and Collaboration
- Flexibility, willing to adapt to changes and unafraid of challenges
- Attention to detail
- Strong work ethic, roll up your sleeves attitude
- Growth mindset and an aptitude for learning new software and systems
- Commitment to diversity, equity, and inclusion
- Enthusiasm, positive energy, and a problem-solving orientation
- Team-orientation with a strong commitment to collaborating on projects as needed

Location

Great MN Schools offices in the North Loop Minneapolis WeWork office (located at 729 Washington Ave. N.) This position will work with the CEO and Sr. Director of External Affairs to identify the days each week for in-office work that align with the cadence of the support needed.

Compensation

The position pays \$25 per hour.

To Apply

The position will remain open until filled, but we'll give priority to applications we receive by February 3, 2023. [Please fill out this form to apply.](#)

If you require an accommodation as part of the hiring process, please let us know!

Great MN Schools is an equal opportunity employer. We value diversity within our team. We encourage applicants who are Black, Indigenous, people of color, LGBTQIA+, disabled, and people from households with low incomes to apply.

