



JOB DESCRIPTION

POSITION: Administrative Assistant

REPORTS TO: Executive Director

STATUS: Part Time (20 hours per week), Exempt

The Minnesota Environmental Fund (MEF) engages individuals and workplaces to support leading nonprofit organizations that protect, conserve and restore Minnesota's environment. Since 1991, employees in Minnesota have given over \$13,000,000 to MEF to ensure a healthy environment for future generations. MEF partners with over 100 workplaces in Minnesota, offering employee giving and employee engagement opportunities. When workplaces support the Minnesota Environmental Fund, they join a community of organizations working together to protect, conserve, and restore Minnesota's environment. From ensuring clean drinking water and conserving outdoor spaces, to supporting renewable energy and growing healthy food – we are making a difference in Minnesota.

MEF is seeking an experienced administrative assistant to support day to day operations in a small work environment. As one of two staff members, the administrative assistant is an integral part of our success. He/she is responsible for maintaining the database, supporting the executive director, managing the office and developing efficient systems for day-to-day operations.

Responsibilities

- Provide administrative support for program activities, including scheduling and logistics for volunteer events, coordinating tabling at workplace campaigns, and tracking member engagement
- Coordinate monthly newsletters and member correspondence
- Provide administrative support for Board, committee, and task force meetings, including preparing agendas, supporting materials and minutes
- Prepare and mail donor acknowledgement letters
- Maintain organization's database, including initial data entry and updating as necessary
- Prepare items for the bookkeeper twice a month, coordinate check signing, make deposits and mail bills
- Manage shared electronic and paper filing systems
- Order supplies and manage vendor relationships
- Answer in-coming phone calls, respond to email and process mail
- Other duties as assigned

Qualifications

- Associate degree or equivalent.
- Three years of experience in an office setting.
- Experience working with multiple tasks, deadlines, and demands.
- Strong time-management skills and ability to work independently.
- Enjoys working in fast-paced environment.



- Enthusiastic, self-starter.

To apply, email a cover letter and resume to info@mnenvirofund.org.