

**JOB DESCRIPTION**  
**UNITED WAY OF CENTRAL MINNESOTA**

**Job Title:** Office Administrator

**Status:** Full Time Exempt

**Immediate Supervisor:** President / CEO

**Contact:** Steve Jones – [sjones@unitedwayhelps.org](mailto:sjones@unitedwayhelps.org)

**Job Related Experience:** Minimum 2 years experience of office management, administrative assistant experience, or equivalent

**Physical Requirements:** Ability to lift up to 25 pounds and occasionally up to 40 pounds

**Basic Job Summary:** The Office Administrator will assist United Way of Central Minnesota in furthering its mission by responding to phone calls, emails, and other interpersonal actions with community members. This position is frequently the first point-of-contact by someone outside of the organization. In addition, the Office Administrator will actively support, assist, and collaborate with UWCM staff.

**Responsibilities**

Key Position Responsibilities Include:

- Provide high level and responsive administrative support for staff
- Answer and appropriately respond to phone calls, front entrance requests, and emails from community members and stakeholders
- Maintain calendars and staff directories, schedule and attend meetings, and schedule travel and accommodations
- Create monthly Board agendas and minutes, attend Board meetings and create comprehensive minutes, and communicate with Board members regarding UWCM news and events
- Working with Marco for technology purposes
- Collaborating with the Finance and RD Departments to assist in tasks associated with Workplace Campaigns including printing pledge registers and filing campaign envelopes, printing and mailing thank you letters, mailing solicitations letters, opening and distributing mail, auditing campaign envelopes, and creating bank deposits
- Order supplies, initiate new hire Google Doc, and setting up new staff in Vonage and Marco
- Updating the Surviving the Tough Times 211 Resource Guide and the Holiday Program List
- Represents UWCM with the highest standards of ethics and respect to diversity, equity, and inclusion
- Internal staff tasks such as birthday and anniversary recognition, staff “Props,” sympathy cards, and other items related to the personal and professional lives of staff
- Leading the Live United Essay Contest
- Other duties as assigned

**Minimum Qualifications:**

- Minimum 2 years experience of office management, administrative assistant experience, or equivalent
- Strong verbal and written communication skills
- Computer skills, including proficiency in Microsoft Office Suite and Google, including Excel and PowerPoint
- Ability to learn new software and computer apps
- Ability to work in an office with strong internal controls and processes
- A deep understanding of the importance of collaboration to expand opportunities
- Strong organizational skills and the ability to successfully multitask
- Computer skills that allow for ease of communication within various platforms
- Successful background check

