

Minnesota Council of Churches
POSITION ANNOUNCEMENT

TITLE: Administrative Assistant for Racial Justice (Regular, 1 FTE, non-exempt)

PURPOSE:

The Administrative Assistant serves as a liaison and first point of contact for the Co-Directors of Racial Justice office both internally and externally. This individual is responsible for providing administration support to enhance efficiency and support achievement of the vision, strategic plan and organizational goals of the Racial Justice Program.

ORGANIZATIONAL BACKGROUND: The Minnesota Council of Churches is a premiere statewide council constituted by its 27-member Historical Black Church, Mainline Protestant, Pentecostal, and Orthodox judicatories. Program growth and expansion has broadened the Council's reach and capacity to fulfill its mission to *manifest the unity in the body of Christ, and to build the common good in the world.*

RESPONSIBILITIES:

Administrative Support

- Provide first responses to inquiries.
- Complete a broad variety of administrative tasks, including:
 - managing calendars
 - completing expense reports
 - coordinating travel arrangements
 - preparing correspondence
- Write and update standard operating procedures related to job duties.
- Maintain web page and monitor social media.
- Provide support for meetings and events.
- Maintain database information on participants.
- Prepare agenda and attachments for all meetings.
- Record, prepare and disseminate meeting minutes.
- Other duties as assigned.

ACCOUNTABILITY: Reports to the Co-Directors of Racial Justice

QUALIFICATIONS:

- Minimum of two years of experience in supportive role.
- Ability to execute work with a diversity, equity and inclusion lens.
- Experience in non-profit settings.
- Working knowledge of the complex needs of a wide variety of event scenarios.
- Demonstrated administrative aptitude; ability to coordinate complex work assignments, problem solving, administrative systems refinement.
- Ability to anticipate and cover needed logistical details in practical and helpful manner.
- Ability to take initiative and work with minimal supervision.
- Demonstrated aptitude with administrative support tasks, including typing (dictation correspondence), filing, meeting support and telephone support.
- Ability to work in a team setting, including delegation and leading.
- Demonstrated effective and open communications style and interpersonal skills.

- Working knowledge and demonstrated proficiency in MS office, spreadsheet programs, virtual meeting set-up, database management, Formstack and internet research.
- Familiarity with and sensitivity to the constituency of the MCC including diverse and ethnic and religious backgrounds.
- Demonstrated experience with Black or Native American communities
- Valid driver's license and access to vehicle for minimal statewide travel.
- Financial and budgeting skills.
- Bachelor's degree preferred

Work Environment and Conditions:

Normal office conditions and regular office hours Monday-Friday. This position works out of the MCC's office at 122 West Franklin Avenue in Minneapolis.

Compensation: This is a regular, full-time, non-exempt position. Benefits include vacation, sick leave, holiday pay, medical, dental, life insurance, and retirement plan based on MCC's personnel policies.

**POSITION IS OPEN UNTIL FILLED
APPLICATION FORM AVAILABLE AT**

<http://www.mnchurches.webbrohd.com/employment>

SUBMIT COMPLETED APPLICATION, RESUME, COVER TO

Minnesota Council of Churches * 122 West Franklin Ave #100 * Minneapolis MN 55404

Phone: 612-230-3204 * FAX: 612-870-3622 * employment@mnchurches.org

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