

# MINNESOTA ALLIANCE WITH YOUTH

**Job Title: Office Coordinator**

**FLSA Classification: Part-Time, non-exempt**

**Hours: 20 hours/week**

## Position Overview

The Office Coordinator coordinates general office operations, manages technology systems, supports key business functions, and provides administrative support to members of the Minnesota Alliance With Youth, Strategy Team and other staff as needed. This position reports to the Lead People and Operations Officer and works closely with the Executive Director and Lead Development and Communications Officer. This position also provides support to the Board of Directors. The successful candidate will possess strong technology, written communication, and organizational skills and will have a minimum of 1 year of experience providing administrative support in a similar role.

## Responsibilities

Essential functions include:

- Office Operations:
  - Maintain office inventory and order supplies as needed
  - Process incoming and outgoing mail
  - Oversee the physical organization of the office space and serve as a point of contact with building management
  - Provide general administrative support to the Executive Director and other members of the Alliance Strategy Team
- HR, Finance, and Technology Functional Areas:
  - Assist in maintaining financial and other internal records and provide support for annual audit
  - Coordinate check-processing and invoicing
  - Cross-train on key AmeriCorps compliance functions and provide backup support as needed
  - Support hiring processes by posting open positions, managing materials, and organizing interviews
  - Manage technology and communications systems, including maintaining inventory of Alliance-owned technology and software licenses
  - Provide general tech support to Alliance staff
- Development, Communications, and Events:
  - Enter donations into Salesforce and create donor thank you letters
  - Manage ordering and distribution of program gear
  - Support external communications, helping to create and update routine content for social media and web
  - Lead in coordinating all Alliance staff meetings, events, trainings, and retreats, including booking space, ordering food, and organizing needed supplies
  - Participate in tabling and outreach events as assigned
- Board of Directors:
  - Provide administrative support to the Board of Directors, including maintaining accurate records of agendas, minutes, and policies
  - Manage board logistics, including meeting schedules, zoom setup, communication, and coordinating meeting materials
  - Attend Alliance Board meetings and takes meeting minutes

## Qualifications

- At least three (3) years of related work and/or educational experience (eg. business administration, nonprofit, administrative assistance, etc), with at least one (1) year of experience in an administrative support role

- Commitment to Alliance's core values of Strength in Community, Honoring Youth, Leading with Equity and Impact Through Service

### **Knowledge, Skills, and Abilities**

- Experience working with youth and/or strong commitment to creating spaces for youth voice and success
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong technological proficiency is required, including databases/spreadsheets, Google Workspace, Adobe Acrobat, social media platforms, and willingness to learn new technologies
- Able to communicate effectively in person, over phone and by email with internal and external stakeholders
- Ability to work independently and complete assigned tasks with minimal supervision
- Proven ability to handle confidential information with discretion
- Adaptability and flexibility with various competing demands
- Ability to maintain accurate records, tracking systems, files, etc.

### **Typical Work Environment**

The physical demands described here represent those that an individual must meet to perform the essential functions of this job successfully.

- **Note:** The Alliance currently offices out of EquaSpace, a coworking workspace in Saint Paul. Our team practices a hybrid work style, with staff working in-office a recommended 2-3 days a week. Work spaces on-site include a shared Alliance office space, open co-working in different EquaSpace areas, and reservable private meeting rooms.
- Able to work at a computer for long periods of time
- Able to work in an open office environment
- Able to frequently stand, walk, sit, and climb in performing duties in the office and for onsite and offsite meetings and events
- Able to maintain the regular operation of normal office machines (telephone, computer, copier, and other office machines) is required
- Able to work independently with minimal supervision
- Able to occasional work evening and weekends for meetings and events

### **Compensation and Benefits**

Starting pay range is \$19-21/hour, plus health, dental, and other benefits. 20 hours per week/52 weeks per year. Office located in St Paul, MN - Hybrid Work schedule is available

**To apply**, submit a resume and a cover letter that describes how your experience aligns to the job duties and qualifications. Please send all required materials electronically to Emily Johnston at [ejohnston@mnyouth.net](mailto:ejohnston@mnyouth.net) and include in the subject line **Office Coordinator. Priority deadline to apply is November 30, 2025, The position will remain open until filled. Anticipated start date is early January 2026.** No phone calls please. To learn more about the Minnesota Alliance With Youth, visit our website at: [www.mnyouth.net](http://www.mnyouth.net).

Minnesota Alliance With Youth is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our qualifications described. We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.

This position is funded by AmeriCorps. Employment is contingent on the successful completion of required background checks.