



Administrative Assistant

As the Loppet Foundation's Administrative Assistant, you are the linchpin that keeps the Loppet running smoothly, providing critically important support across the organization. You provide direct support to executives; manage the Loppet Chalet office space; and provide administrative support to the fundraising, accounting, and HR departments. You report to the Chief Operating Officer.

As Administrative Assistant, you are responsible for:

- Overall office management, including managing incoming and outgoing mail, answering phones and responding to inquiries, filing, maintaining office supplies, and keeping order to Chalet office areas. This includes making regular trips between the various Loppet facilities and running errands.
- Bookkeeping support, including tracking invoices, making bank deposits, working closely with the organization's accounting department and entering information in our customer relationship management (CRM) system.
- Administrative support for the fundraising team, including data entry, managing the membership renewal process, creating and sending donor and grant acknowledgements, supporting correspondence with donors, and supporting event planning.
- Coordinating basic human resources functions such as maintaining employee files, sending information to new employees, and updating records, among other assignments.
- Scheduling meetings for the Executive Director and other executives, and helping to prepare and distribute meeting materials.
- Providing general support to the Loppet Foundation team.
- Keeping the Chalet office common areas tidy, including scheduling cleaners and some light cleaning.

Required Qualifications

- Fanatical attention to detail
- Effective communications skills
- Ability to consistently meet all deadlines and see tasks through to completion
- Ability to work independently
- Associate's degree or equivalent experience
- Experience using Google Suite (or similar) products
- Experience using a database (we use Salesforce)
- Commitment to the Loppet's mission to create a shared passion for year-round outdoor

- adventure in the Minneapolis area, focusing on underserved youth and families
- Current driver's license

Bonus Points

- Shared lived experience with the North Minneapolis community where we work
- 1-3+ years experience in administrative support roles
- Proficiency using Salesforce
- Proficiency using Quickbooks

You will be successful at the Loppet if you enjoy balancing multiple priorities and interests. You are persistent and work with a sense of urgency. You have good judgement and are willing to take strategic risks. You believe in servant leadership and find joy in empowering our community members and volunteers in bringing the Loppet mission to life.

Details

This is a full-time, salaried position, with a starting pay range of \$36,000-\$42,000 per year, depending on qualifications and experience. Benefits include a health insurance plan, paid time off, paid sick leave, a retirement plan with employer match, and discounts on Loppet events and classes.

This position has traditional work hours. You will maintain regular Monday through Friday business hours, with flexibility to also assist in some evening and weekend meetings and events. Expect to enjoy your breaks on the beautiful trails of Theodore Wirth Park!

To apply, send a cover letter and resume to Marin Byrne at byrne@loppet.org and Nicole Cueno at cueno@loppet.org with the subject line "Administrative Assistant". This opening has an ideal start date of March 30. Applications will be considered through March 4.

The Loppet Foundation believes in equal employment opportunities for all, regardless of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, gender expression, disability or any other legally protected classification. We have a strong commitment to hiring high potential people with varying backgrounds and identities.