



Loppet Foundation Administrative Assistant

The Loppet Foundation creates a shared passion for year-round outdoor adventure in the Minneapolis area, focusing on underserved youth and families. The Foundation is fast-paced, high-energy and entrepreneurial, leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts. Visit www.loppet.org for more information on the Loppet Foundation.

The Administrative Assistant is responsible for:

- Overall office management, including managing incoming and outgoing mail, answering phones and responding to inquiries, filing, keeping order to the reception area, among other tasks.
- Bookkeeping accounts payables and receivables, including tracking invoices, making bank deposits, working closely with the organization's accounting manager and entering information in the company's customer relationship management (CRM) system.
- Coordinating basic human resources duties such as maintaining employee files, sending information to new employees, updating records, among other assignments.
- Assisting the development department with donations and membership, including entering all gifts into CRM, sending out membership materials, preparing acknowledgement letters, and other tasks.
- Providing general support to the overall Loppet Foundation team to advance its mission-driven work.

The Administrative Assistant works closely with the leadership team and reports to the Finance and Administration Manager. Full-time position located at the Chalet building (1301 Theodore Wirth Pkwy, Minneapolis).

Required Knowledge and Abilities

- 2 years of experience as an administrative assistant.
- 1 year of experience using quickbooks.
- Excellent written and oral communication skills.
- Ability to exercise initiative and independence of judgment.

Preferred Knowledge and Abilities

- Demonstrated commitment to diversity, equity and inclusion.
- Outstanding customer service skills.
- Experience working with paychex.
- Experience working with microsoft office (Excel and Word).
- Experience working with a CRM system.

HOW TO APPLY

No phone calls, no walks in. To apply please follow these instructions precisely:

Email the following materials to hr@loppet.org with an e-mail subject that reads exactly "Administrative Assistant Application"

- Resume (preferably in .pdf form), Cover Letter in the body of the email, Salary expectation (Annually).

All applications received by March 15th will be considered.