Lower Phalen Creek Project is a Native American-led East Saint Paul 501(c)3 nonprofit organization whose mission is to engage people in honoring and caring for our natural places and the sacred sites and cultural value within them. Our project area stretches from Lake Phalen to the Mississippi River and throughout the Eastside River Corridor. LPCP’s work includes the design and construction of Wakan Tipi Center, which will be located within Bruce Vento Nature Sanctuary. Other work includes the daylighting of Phalen Creek and providing monthly community programs that focus on environmental education, urban conservation, and cultural connections and healing.

Reporting to the Executive Director, the Administrative Coordinator will provide administrative support for the organization and ensure daily operations run smoothly.

Responsibilities:

- Provides complex administrative assistance to executive director
- Manages the executive director’s schedule and calendar and arranges travel
- Serves as a liaison with external partners, agencies, institutions, and community groups
- Maintains and updates information in organizational databases and records
- Drafts and finalizes written correspondence and documentation for the organization
- Researches, develops, drafts, and updates administrative policies, procedures, methods, and guidelines and communicates developments with executive director
- Screens and assesses incoming phone calls and emails and maintains professional and timely follow-up communication via phone, e-mail, and mail
- Organizes company documents in electronic filing systems and implements hard copy records retention policy
- Handles incoming and outgoing mail and shipping
- Develops and prepares presentations, spreadsheets, and reports for executive director
- Assists in the coordination, direction, and fulfillment of special projects
- Maintains office supply inventory and orders office supplies needed
- Performs additional job-related duties as assigned

Required Qualifications:

- High school diploma or GED
- 3 or more years of experience directly related to the duties and responsibilities specified
- Highly efficient time management skills and ability to prioritize tasks
- Strong capability to multitask and finish assigned projects under deadlines
- Highly proficient in Microsoft Office, including Word, Excel, Outlook, and PowerPoint
- Ability to work with minimal or no supervision
• Ability to maintain confidentiality
• Self-motivated and effective in a team setting and individually

Preferred Qualifications:
• Academic background in business administration
• Bilingual skills in one or more of the following: Dakota, Hmong, Spanish, and/or Somali
• Experience working with American Indian communities and other cultural communities and under-represented groups and identities

Competencies:
• Ability to anticipate the needs of the executive director and adapt to last minute changes
• Ability to resolve administrative problems by analyzing information and identifying and communicating solutions
• Personal integrity and transparency, serving as a role model for others
• Belief in the values of Dakota Wicohan, the Dakota Way of Life – Respect, Compassion, Generosity, Dependability, and Courage
• Eagerness to join a vibrant and bold Native-led nonprofit team
• Enthusiasm to champion the work and mission of Lower Phalen Creek Project

This is a part-time, permanent position located in Saint Paul, Minnesota, 24 hours a week, Monday-Thursday. Start date is June 1, 2021. Compensation is $20-$26 an hour depending on qualifications. Sick leave benefits. Potential for advancement. Open until filled.

To apply, merge cover letter and resume into one PDF and email to Maggie Lorenz at mlorenz@lowerphalencreek.org

Lower Phalen Creek Project is an Equal Opportunity Employer and does not discriminate against or give preference to any person because of race, color, creed, religion, age, gender, national origin, disability, ancestry, sexual orientation, familial status, public assistance, local human rights commission activity, or any other discriminatory basis prohibited by state or federal law.

4/8/2021