ABOUT THE CENTER FOR ECONOMIC INCLUSION

The Center for Economic Inclusion is a cross-sector organization committed to strengthening the Minneapolis - St. Paul region’s civic infrastructure and collective capacity to disrupt systems and influence market forces to catalyze shared prosperity and advance an inclusive economy. We are dedicated to advancing inclusive growth by elevating data driven promising practices, advocating inclusive policies, coordinating cross-sector, community-driven development, and piloting strategies that truly close racial economic gaps.

HOW WE WORK

At the Center we take pride in bringing our values to life and ‘walking the talk.’ We are a diverse team in many ways, and we believe our diversity of thought makes us stronger and our work more innovative and responsive to the communities we serve. We strive to maintain a collaborative work environment that also stimulates individual autonomy and accountability for performance goals and excellence. We invest in great talent, and nurture it and we believe in the power of career pathways within the Center. We look for these values in the talented individuals who join our team and we strive to cultivate an environment that harnesses the collective power of these values, traits and the expertise each team member brings in pursuit of our mission.

- Inclusivity
- Equity
- High-performance & High-engagement
- Shared risk
- Self-motivation
- Nimble Action
- Collaboration
- Adaptive learning
POSITION DESCRIPTION

The Administrative Specialist supports the work of the growing Programs & Partnerships and External Affairs leadership and teams. The Administrative Specialist cultivates a supportive and highly responsive relationship with the Vice Presidents of both departments and the Executive Director of the Greater Metropolitan Workforce Council to create an environment for efficient support services, project management, and coordination.

KEY RESPONSIBILITIES

**Administrative Support**

- Partner closely with the Vice President, Programs & Partnerships and Vice President, External Affairs and the Executive Director, Greater Metropolitan Workforce Council to provide daily administrative, office support, scheduling, and coordination.
- Create and update programs, communications and development reports collateral, presentations and systems.
- Attend, prepare for, and manage materials for department and GMWC committee's/ board or coalitions.
- Provide administrative support to members of the Programs & External Affairs department and occasional department and on-call support for CEO in partnership with Executive Assistant to the CEO.
- Draft correspondence, makes copies, office organization and data entry.
- Interface with key partners on behalf of senior leadership.
- Perform other special projects and administrative duties as they arise.

**Project Management & Coordination**

- Provide project management support and coordination to ensure responsive program outreach, events, and engagement including:
  - Developing and maintaining event databases using Excel, CRM, Eventbrite software, etc.
  - Ordering & Preparing event materials including name tags/tents, handouts, folders, etc.
  - Coordinate scheduling and booking meeting and event facilities, logistical, consultant and catering contracts.
  - Booking event speakers and special guests; Engaging with event partners.
  - Partnering with event staff, consultants, and contractors according to nurture a responsive and integrated environment.
- Provide project management support for fund development and campaign team.
• Assist in developing and maintaining fund development reports for staff and committees
• Manage donor thank you’s and support on-site engagement
• Prepare background information for fund development solicitation
• Provide project management support for internal and external communications
• Assist in maintaining comprehensive and accurate employee communications systems via Asana and other intranet tools
• Support external communications vehicles including newsletter distribution, blog, social media, and website updating

**Office Management**

• Partner with administrative team members to ensure appropriate office and organizational support and front desk coverage
QUALIFICATIONS & EXPERIENCE

- Understanding of, and commitment to, the mission, vision and values of the Center and its integrated partners
- Minimum 3 years of increasing responsibility in an administrative position or equivalent
- Demonstrated organizational and project management skills with the ability to manage several projects successfully while also managing day to day priorities
- Exceptional computer skills with demonstrated proficiency using MS Office Suite (Word, Excel, PowerPoint and Outlook)
- Strong oral and written communication skills and ability to represent the organization and its leadership in a variety of settings
- Must thrive in a diverse, high-paced, multi-faceted environment and be eager to contribute to a growing and evolving organization
- Ability and desire to engage diverse constituency senior level executives, community members, elected officials both internally and externally
- Ability to organize complex tasks and prioritize multiple assignments
- Strong attention to detail and follow-up skills
- Ability to handle sensitive and confidential information with discretion
- Strong verbal and written communication skills
- Proficiencies with technology (e.g. Microsoft Office, including Excel) and willingness to adapt to new technologies

The Center for Economic Inclusion is an Equal Opportunity employer. We offer an inclusive, engaging, dynamic, and rewarding workplace; a competitive total compensation package; and an opportunity to contribute to one of the most meaningful issues of our regions’ future.

Compensation: The starting salary range for this position is $55,000-$58,000 and is complemented by a full suite of benefits including health, dental, vision, life, STD, and LTD insurance; mobile phone, wellness and transportation benefits; paid time off and retirement savings match. A salary commensurate with experience will be offered to complement these to the successful candidate’s experience.

To apply for this job, submit a cover letter, resume, and three professional references to jobs@centerforeconomicinclusion.org by March 27, 2020. Incomplete applications will not be considered. No calls please. Candidates whose profiles align with our need will be contacted by April 30, 2020.

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