



## Urban Ventures Leadership Foundation Job Description

**Job Title:** Office Administrator  
**Job Status:** Full time  
**Job Classification:** Non-exempt/hourly  
**Reports to:** CEO  
**Effective Date:** August 2016

### Working Hours

Monday - Friday, 8:00 AM – 4:30 PM, with flexibility for a 40-hour work week

### About Urban Ventures

Urban Ventures is a faith-based, non-profit with the mission of empowering individuals and strengthening families to transform urban communities. The organization serves primarily the neighborhoods in South Minneapolis, an area rich in culture and diversity.

### Major Responsibility

Oversee effective and efficient administrative functions of the Urban Ventures office; provide administrative support to CEO and leadership team. Handle sensitive and confidential information and exercise utmost confidentiality, accuracy and thoroughness in all tasks.

### Specific Responsibilities

#### Office Administration:

- Warmly greet visitors and answer primary phone line, directing incoming calls and messages; help callers with information about UV
- Process incoming and outgoing mail on a daily basis, and maintain postage and data uploads for mail machine
- Organize office supply shelves and office; place office supplies orders for organization's administrative and program staff
- Coordinate printing process for UV including letterhead, envelopes, business cards, etc.
- Plan and coordinate routine meetings as requested, including facility and meal arrangements

#### Administrative Support:

- Manage the calendar of CEO; assist in coordinating meetings with direct reports, donors, strategic partners, and other stakeholders
- Able to prioritize and ensure that CEO is notified of relevant items in a timely manner
- Prepare for all Board of Directors meetings, including communication to Board members, updating Board management platform, and creating presentations and deliverables
- Coordinate communication and produce correspondence, presentation materials, agendas, and reports
- Provide administrative support to Leadership Team members, as requested
- Participate in Administration Team meetings and work with team to create and implement processes for the organization
- Complete ad hoc projects in a timely manner, as needed

### Qualifications

- Associate or Bachelor's Degree in business administration or similar, OR combination of education and administrative experience to meet position responsibilities and requirements
- Minimum of 3 years of administrative experience preferred
- High level of proficiency with MS Office including Outlook, Excel, Word, and PowerPoint
- Strong organizational skills and ability to work and meet deadlines

- Ability to multi-task with high attention to detail
- Excellent writing and proofreading skills with strong knowledge in grammar and usage
- Professional, warm and friendly demeanor with strong people skills and diplomacy
- Enjoy working in a service-oriented, collaborative team environment that is small and mission-driven
- Able to maintain highest level of confidentiality
- Experience in a nonprofit environment is a plus
- Physical abilities common to office work environment, computer work, and event setup
- Ability to align with and articulate the mission and values of Urban Ventures