



Job Announcement Administrative Assistant

Administrative Assistant, Non-Exempt

Start Date: ASAP

Salary Range: 17.00 per hour to start/17.50 after 90 days- no sign-on bonus

This is a part-time, Non-Exempt 20-25 hour a week position with the possibility of full-time at a later date.

Location: Stillwater, Minnesota

Reports to: Executive Director

Overview: Hope House of St. Croix Valley is seeking a part-time Administrative Assistant to provide critical and essential administrative support to the Leadership team and the organization.

Founded in 1991 with a mission to provide people experiencing life-changing health challenges access to compassionate care that respects their dignity and choices. At Hope House, we envision a future where all people have access to programs and services to live their best life.

Job Summary: The purpose of this position is to provide administrative support to the Leadership team which consists of the Board of Directors, Executive Director, Director of New Business Development and Community Relations, Director of Programs, and the Director of Fund Development and Special Events.

In addition to providing administrative support to the Leadership Team, the Administrative Assistant will be responsible for general office responsibilities related to the successful operations of the organization such as Filing, Billing, HR processes such as onboarding new hires, maintaining employee and company files, taking of minutes, board relations, updating manuals in addition to other duties as assigned.

Position Requirements:

- Operate and be proficient with computerized office systems, including Billing, Scheduling, Payroll, and maintaining various databases such as the agency's CRM and EHR.
- High School diploma or GED
- One year in the health or social service fields is preferred.

Licenses and Certifications:

- Driver's License, State ID, or passport.

- Must clear DHS Background/Fingerprint Study/Drug Testing.

Knowledge, Skills, and Abilities:

- Must be able to relate professionally with potential new and existing clients and residents, staff, board members, physicians, and case managers.
- Have a sensitivity, aptitude, and cultural competency to work within an organization that serves individuals that identify as LGBTQ+, who are formerly homeless, come from Nursing/Mental Health facilities and are persons living with HIV/AIDS, mental illness, trauma, physical disabilities, developmental disabilities and have chemical health addiction.
- Competent and skilled in utilizing Microsoft Office.
- Excellent interpersonal communication skills, both verbal and written.
- Ability to work independently, exercise good judgment, and pay close attention to detail.
- Ability to maintain the confidentiality of staff and client information.
- Ability to work within an interdisciplinary team.

Hope House of St. Croix Valley is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to age, sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Hope House of St. Croix Valley is a diverse nonprofit organization offering its employee's professional development and growth opportunities, a competitive compensation package including a comprehensive benefits package which includes Health, Dental, Vision, 401k plan with match, FSA, Life, Short- and Long-Term Disability, Accident Insurance, EAP benefits and a generous PTO/Vacation policy plus eight paid holidays.

Hope House of St. Croix Valley People values a diverse workplace and strongly encourages women, people of color, LGBTQIA individuals, people living with HIV/AIDS, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Any offer of employment is contingent upon the successful completion of a Minnesota Department of Human Services criminal background study, a motor vehicle clearance, and a drug test.

As an essential health care provider, Hope House of St. Croix Valley follows all local, state, and federal guidelines regarding COVID 19. Prior to an offer of employment, candidates must show proof of vaccination for COVID-19.

To be considered for this position, please send a resume along with a cover letter outlining your qualification to:

*Bill Tiedemann, MSW
Executive Director
Hope House of St. Croix Valley
451 Everett Street, North*

Stillwater, MN 55082

Resumes can also be forward via email to: bill.tiedemann@hopehousescv.org

About Hope House of St. Croix Valley: *At Hope House, we envision a future where all people have access to programs and services to live their best life. We bring our vision to life through our mission to provide people experiencing life-changing health challenges access to compassionate care that respects their dignity and choice. After 30 years of serving a diverse population of people living with HIV, Hope House is expanding operations beyond its flagship foster care program to include living in place services for individuals living and aging with HIV, individuals aging and who identify as LGBTQAI+, and our neighbors in friends in the communities we serve. Our expansion and growth depend on a dedicated team that is mission and vision focused and future-directed and wishes to challenge the status quo throughout Minnesota.*