



## **Job Announcement Administrative Assistant**

Administrative Assistant, Non-Exempt

Start Date: ASAP

Salary Range: Salary range: \$20-\$25 per hour, Commensurate with Experience.

This is a part-time, Non-Exempt 20-25 hour a week position with the possibility of full-time as the agency expands.

Location: Stillwater, Minnesota

Reports to: Executive Director

**Overview:** 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 is seeking a highly organized part-time Administrative Assistant to provide administrative support to the Leadership Team and Board of Directors.

**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 Programs and Services, the Director of Fund Development and Special Events and the Director of Business Development and Community Engagement.

In addition to providing administrative support to the Leadership Team, the Administrative Assistant will be a highly organized self-starter with the ability to develop and implement processes and procedures which establish and streamline business functions in HR (member of the staff recruitment team, onboarding, payroll, HR compliance) Program Support (member of the intake team, billing, and maintaining of and supporting data entry in various databases such as the agency's CRM) and other administrative support such as filing, purchasing, editing documents from letters to reports and instructional documents and other correspondence, light bookkeeping, and support for special projects.

**Position Requirements:**

- Highly organized, innovative team player who aspires to develop processes and procedures which keep teams, programs, and individuals organized.
- Previous experience in office administration or other related fields
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills

- Must clear DHS Background/Fingerprint Study.
- Motor Vehicle Clearance is required if driving for the agency.

**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.
- Experience in data entry and CRM database maintenance.
- 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 employees 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*

*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:*

*Amanda DeNardo  
Director of Marketing  
Hope House of St. Croix Valley  
451 Everett Street, North  
Stillwater, MN 55082*

*Resume and cover letter can also be forward via email to: [Amanda.denardo@hopehousescv.org](mailto:Amanda.denardo@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 of aging in place services throughout Minnesota.*