



Job Description

Job Title: Temporary Administrative Assistant

Reports To: Operations & HR Manager

FLSA Status: Non-Exempt

Hours: 20 hours/week, schedule to be negotiated

Salary Range: \$15/hr.

Location: Minneapolis LSP Office

Summary: The person in this position provides reception & administrative assistance to the Minneapolis office and the Operations & HR Manager. This person is the initial point person both internally and externally for the office and the organization. This position will last 3-6 months, with the possibility of permanent hire.

Essential Functions:

Primary Reception and Greeting

- Answer phones and provide information to callers about the full range of work.
- Answer doorbells and greet people as they enter.

Minneapolis Office Management

- Facilitate the efficient operation of the office.
- Order, maintain, and organize supplies.
- Assist in coordination of optimal building maintenance, cleaning, and organization.

Administrative Assistance

- Assist Operations & HR Manager with clerical duties as assigned, such as filing, scanning, organizing, etc.
- Facilitate meeting logistics (room set up, meal ordering, etc.)
- Make travel arrangements for staff when requested
- Help staff with mailings and other small projects

Supervisory Responsibilities: None

Necessary Skills/Education/Experience:

- Excellent interpersonal communication skills to support a collaborative work environment.
- Excellent attention to detail and accuracy, strong data entry skills.
- High degree of organization and ability to manage time efficiently.

- Proficient with Microsoft Office
- Experience in reception work
- Experience creating systems for organizing supplies, files, etc. preferred

Work Environment: The work environment is an open office space in the reception area in LSP's Minneapolis office. Most of their time is spent in front of a computer at their desk. The employee engages with program staff and others regularly throughout the work day.

Physical Demands: This is an office-based role; however, occasional physical demands could include setting up for events, food hauling and preparation, loading and unloading materials for trainings, setting up tables and chairs, tabling at outreach events and filing. This would require the ability to carry 20-60lbs, lift files, open filing cabinets and bend or stand as necessary.

How to Apply: Please send resume and brief cover letter to jobs@landstewardshipproject.org, Attn: Amelia Shoptaugh, Operations & HR Manager by November 8th. Position to start as soon as possible.