

## JOB DETAILS

*Job Function* – Executive Assistant

*Industry* - Non-profit Organization

*Classification* - Regular, Full-Time 40 hours/week

*Pay Range* - \$46,738 - \$56,800

The West Broadway Business and Area Coalition (WBC) provides services and performs functions with the goal of vitalizing West Broadway, the main commercial corridor of North Minneapolis. The WBC works towards this end by focusing on efforts in three main areas: Business Support and Recruitment, Place-making, and Planning, Zoning and Development.

The WBC is located on West Broadway in North Minneapolis. The office environment is busy and fast-paced and requires a high energy level as there is a sense of urgency related to the work of the organization.

## PRIMARY RESPONSIBILITIES

- Providing overall administrative support, including scheduling group meetings, maintaining calendars, recording minutes from meetings, and research.
- Making travel arrangements.
- Managing and distributing information within the office.
- Receiving all deliveries and coordinate pick up.
- Open mail daily.
- Performing office duties that include ordering supplies, submitting invoices, and maintaining database records.
- Researching and collecting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Assisting in accounting tasks including accounts payable/receivable, general ledger, bank deposits, reconcile cash accounts and monthly financial statements, and process payroll.
- Coordinates communications with all local, state, and federal entities pertaining to the administrative functions of the WBC.
- Maintaining organization databases to ensure the information is comprehensive and up to date.
- Creating monthly reporting
- Other duties as assigned

## QUALIFICATIONS

- Proven experience as an executive assistant or other relevant administrative support experience.
- High school diploma, Bachelor's Degree preferred
- Ability to organize a daily workload by priorities.
- Ability to handle multiple projects simultaneously.
- Must be able to meet deadlines in a fast-paced, quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communication skills.
- Ability to work well with people from all backgrounds with varying degrees of experience.

WBC is striving to create an inclusive organizational culture. We strongly encourage applications from candidates who identify as Black, Indigenous, and People of Color (BIPOC), people who identify as LGBTQIA+ and non-binary, people living with disabilities, and people from marginalized communities. We are happy to discuss the steps we've taken to integrate Equity, Diversity, and Inclusion values into our workplace.