



Administrative Assistant & Office Manager

Position Announcement

Organization Description

Our Saviour's Community Services (OSCS) provides dignified shelter and housing for single adults, and basic education classes to adult English language learners in the Phillips Community of South Minneapolis. OSCS takes its name from Our Saviour's Lutheran Church, which founded our programs in the early 1980s. In 2004, we became a legally and financially independent nonprofit and are not a religious organization. Find more about OSCS at <https://oscs-mn.org/>

Position Description

The newly created Administrative Assistant & Office Manager position will be responsible for the three main areas of activity, outlined below, in support of Our Saviour's Community Services, as a whole, and the Our Saviour's Housing program, in particular. The position reports to the Finance & Human Resource Manager and is housed at our administrative offices. We are observing standard safety and distancing precautions during the COVID pandemic; working from home may also be approved by your supervisor.

This is a full-time, hourly position with competitive benefits including options for healthcare and dental insurance. Starting wage range is from \$15 to \$18/hour, based on experience. Schedule is somewhat flexible, though regular daytime hours will be expected Monday through Friday.

Primary Responsibilities

Administrative Support for Our Saviour's Housing

1. Manages client requests, purchasing, bill payments, and financial record keeping for the Group Residential Housing (GRH) program.
2. Manages assembly and distribution of monthly baskets for Transitional Housing and Permanent Supportive Housing clients.
3. Manages purchasing of program materials and office supplies for all three Our Saviour's Housing programs: Emergency Shelter, Transitional Housing, and Permanent Supportive Housing.

Administrative Support for Our Saviour's Community Services

1. Manages purchasing of supplies for OSCS administrative, communication, and development staff, and for the English Learning Center program.
2. Supports routine hiring and on-boarding processes, including the creation and maintenance of related forms, handbooks, and other materials.
3. Coordinates IT maintenance, management-approved IT purchasing, and the installation and replacement of IT equipment for OSCS as a whole.
4. Other duties as assigned, including routine office tasks such as printing, copying, and assembling print materials.

Primary Responsibilities, continued

Property Maintenance Coordination

1. Coordinates the identification of property-maintenance needs and supports development of property-maintenance plans and contracts.
2. Coordinates routine property-maintenance activities, including janitorial and grounds-keeping services, maintenance contracts, and basic repairs.

Qualifications & Experience

You are reliable, flexible, patient, hard-working, detail-oriented, and organized. You are a self-starter, a creative problem-solver, and work well independently. You have a strong sense of teamwork, collaborate well with others, and are happy to take on whatever needs doing. You also have:

- Excellent written and verbal communication skills; a high level of comfort interacting with program staff, vendors and other external customers
- Knowledge of basic finances and the ability to understand and work with numbers and accounting principles
- Experience with nonprofit bookkeeping, including coordination and processing of invoices, bills, receipts, and client-related recordkeeping
- Technical competency and ability to assist others with information technology, both hardware (computers, laptops, tablets, smartphones) and software (Microsoft Office, Google Suite for Nonprofits, Dropbox, DocuSign, QuickBooks)
- Practical experience with property management, sufficient to oversee maintenance and repair activities carried out by other staff members and contractors
- Demonstrated cross-cultural experience and understanding of systemic barriers to persons experiencing homelessness and immigrant communities

Diversity, Equity & Inclusion

OCS is committed to providing a supportive, inclusive work environment. We are an EEO/AA employer and will not discriminate against any applicant or employee because of race, color, creed, religion, ancestry, national origin, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance. We acknowledge that experience is gained through a variety of settings and value informal experience in addition to formal education and work history.

HOW TO APPLY: Please email your letter of interest and current resume to Elizabeth Rowe, Finance & Human Resource Manager, at books@oscs-mn.org with the subject line "Administrative Assistant and Office Manager." This position will remain open until a suitable candidate is hired.