

Executive Office Manager

The West Broadway Business and Area Coalition is a nonprofit organization that engages, serves, and advocates for the West Broadway corridor of North Minneapolis and its neighborhoods. To promote economic development, we provide assistance to local businesses, encourage visitors to come to West Broadway, and plan for the improvement of the corridor.

Position Description & Responsibilities

This is a full-time, exempt position. The Office Manager will be responsible for the following:

- Providing overall administrative support, including scheduling group meetings, maintaining calendars, recording minutes from meetings, and research.
- Create New Hire Packets with up-to-date forms and files needed, Coordinate benefits renewal meetings and distribute new EE paperwork to employees annually.
- Coordinate staff training for any HR procedures or policies, Time tracking data entry, Invoice coding updated COA, and ADP employee portal usage. Other training as assigned
- Assistance with community events
- Managing and distributing information within the office.
- Receiving all deliveries and coordinating 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, reconciling cash accounts and monthly financial statements, and processing 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.
- Collect staff monthly reporting and put together monthly board agenda
- Manage Member database and collect Member annual fees
- Send out quarterly member newsletter

Required Qualifications

- This is a full-time, exempt position. The Office Manager will be responsible for the following:
- Providing overall administrative support, including scheduling group meetings, Proven experience as an executive assistant or other relevant administrative support experience.
- High school diploma
- 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.

Compensation and Benefits: Competitive salary dependent on experience, within the range of \$50,000 to \$57,000. Generous PTO and short-term leave policies. Flexible scheduling. Work-life balance is valued.

Hybrid Work Environment: The West Broadway Business and Area Coalition operates as a hybrid work environment, which means that employees work both remotely and in-office. As part of this arrangement, this particular position is expected to work on-site three days per week.

Reports To: Executive Director

To Apply: Please email applications to Executive Director at kristel.porter@westbroadway.org Applications must include a resume with the most relevant and recent job experience.

The West Broadway Business and Area Coalition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, marital or familial status, or other protected classification. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.