Loppet Foundation
Administrative Assistant
URGENT HIRE

The Loppet Foundation creates a shared passion for year-round outdoor adventure in the Minneapolis area, focusing on underserved youth and families. The Foundation is fast-paced, high-energy and entrepreneurial, leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts. Visit www.loppet.org for more information on the Loppet Foundation.

The Administrative Assistant is responsible for:

- Overall office management, including managing incoming and outgoing mail, answering phones and responding to inquiries, filing, keeping order to the reception area, among other tasks.
- Bookkeeping, including tracking invoices, making bank deposits, working closely with the organization's accounting manager and entering information in the company's customer relationship management (CRM) system.
- Coordinating basic human resources duties such as maintaining employee files, sending information to new employees, updating records, among other assignments.
- Scheduling meetings for the Executive Director and directors and helping to prepare and distribute materials as needed.
- Assisting with ongoing donations, including mailing pledge forms, tracking information, sending out materials, preparing letters, among other assignments.
- Providing general support to the overall Loppet Foundation team to advance its mission-driven work.

The Administrative Assistant works closely with the leadership team and reports to the Finance and Administration Manager. Full-time position located at the Trailhead building (1221 Theodore Wirth Pkwy, Minneapolis).

HOW TO APPLY

No phone calls, no walks in please. To apply please follow these instructions precisely:

Email the following materials to pablo@loppet.org with an e-mail subject that reads exactly "Administrative Assistant Application"

- Resume (preferably in .pdf form)
- Cover Letter in the body of the email

All applications received by October 5th will be considered.