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# OFFICE ASSISTANT

## JOB DESCRIPTION

Strong Towns, a nationally-recognized non-profit organization, is seeking a part time office assistant to help our staff and membership across the world grow the Strong Towns movement. The position is in our Brainerd, Minnesota office.

The mission of Strong Towns is to support a model of development that allows America's cities, towns and neighborhoods to grow financially strong and resilient. We have nearly 3,000 members worldwide, including at least one in each U.S. state. Our influential media stream reached over 1.7 million people last year and is shaping the national conversation on growth, development and the future of cities.

We need someone to support the efforts of our staff, which work in multiple locations around the country. Such a person will:

- Have excellent written and verbal communications skills.
- Be self-driven and motivated by the Strong Towns mission.
- Have the ability to work quickly and independently.
- Be comfortable with basic web applications, digital communications and social media.
- Be a creative and strategic thinker who enjoys working collaboratively with thought leaders.
- Be able to work collaboratively with a team across digital platforms.

**Our team collaborates digitally from locations around the country. However, this position is located in Brainerd, Minnesota where we have one additional staff member.** While the Office Assistant does not need to live in Brainerd proper, they would need to be prepared to come to our Brainerd office a couple times a week to deal with in-person tasks.

We have content deadlines and occasional event-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding and our organization is making a difference.

## DUTIES

The position of **Office Assistant** includes, but is not limited to, the following:

- Phone and email communication with members and potential members to gather and provide timely information, led by our Development Associate.
- Sending mailings, including packages and bulk mailings using mail merges, as well as routing incoming mail.
- Basic printing, scanning and digital filing of critical documents.
- Scheduling, with the coordination of schedules and travel itineraries using digital communication tools.
- Booking hotel rooms, plane tickets and other travel arrangements for staff.

- Data entry, utilizing spreadsheets and online databases.
- Work with our Bookkeeper to enter and process donations, invoices and other financial documents.
- Managing approvals for the organization's online platforms.
- Basic office management including ordering supplies for employees across the country and for the Brainerd office.
- The potential exists for periodic travel, estimated at one or two times per year, for events and other engagements, although travel will never be mandatory.

## COMPENSATION

This is a part time position averaging 10-20 hours per week that pays up to \$15 per hour. In addition, Strong Towns provides part time staff with a vacation benefit and a matching contribution for retirement.

## TO APPLY

If you are interested in this position, please visit [www.strongtowns.org/employment](http://www.strongtowns.org/employment) to start the application process. We are looking to fill this position by October 5, 2020.