

## Office Manager & South Outreach Coordinator (P/T)

**Family Rise Together**, an amazing non-profit organization, is conducting an immediate search for an **Office Manager & Outreach Coordinator** to focus on strengthening families in **South St. Louis County, MN!** This position is part-time and offers a wonderful family oriented environment to contribute to an amazing mission!

This contract opportunity will allow you to be part of an impactful and professional nonprofit that believes strengthening families includes keeping children safely in their homes; and strengthening communities includes supporting fathers and kin caregivers to be actively engaged in the well-being of their children, families and community.

The organization has launched **Growing Kinship Connections®**, a multifaceted initiative consisting of relative searches for children at-risk of out-of-home placement; supports for kin care givers; parenting education, and culturally specific navigation of education, legal and other resources. Our goal is to stabilize the household and increase the opportunity for the child to safely remain at home or reunify in a kinship (father, grandparent, aunt, uncle, adult sibling, etc.) placement.

### REQUIREMENTS

The ideal candidate for this opportunity will:

- reside in the Greater Duluth, MN area and have experience planning and organizing local events;
- have a minimum of three years experience as an executive assistant;
- have experience in building community relationships to support multiple Family Rise Together programs;
- have skills in Microsoft Office (Word, Excel, PowerPoint, Outlook) and BOX Cloud Storage;
- have a valid driver's license and acceptable driving record; *and*
- have a passion for supporting others to navigate through life's challenges based on their lived experience and education.

Additionally, the ideal candidate must pass a Department of Human Services (DHS) background study and sexual exploitation screening.

### WHAT YOU WILL BE DOING

The *Office Manager* will be responsible for:

- providing an on-site presence at the FRT offices;
- providing administrative support to the CEO and Executive Director
  - calendar and meeting management
  - create monthly reports
  - coordinate support services as required
- maintaining office and supply inventory;
- maintaining grab bag supply and inventory;
- performing non-DHS outreach intake and resolution;
- maintaining client confidentiality and HIPPA requirements;
- organizing and maintaining office filing systems for work processes and business units
- assisting in onboarding new hires
- assisting other FRT team members as required

The *Outreach Coordinator* will be responsible for:

- On-the-ground outreach, organizing and providing support to expose an array of reunification services and resources to community members and organizations.

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- Organizing community outreach efforts, meetings and client feedback sessions to grow member base.
- Organizing and implementing initiatives that match organizational goals and community member needs.
- Engaging public and private sector stakeholders for support, engagement and partnership.
- Following up with event attendees to convert leads into new members.
- Tracking results of events to refine approach over time to maximize our impact.
- Reporting outreach progress to organizational directors.
- Collaborating with staff members to promote the organization's multifaceted initiatives.

### **WHAT YOU HAVE to OFFER**

- Strong passion for the advancement of marginalized communities and a drive for social change.
- Proven community organizing and engagement track record.
- Cultural awareness and the ability to identify unique needs specific to various diverse populations.
- Familiarity with computers, the internet and work management tools.
- Enthusiasm for learning about technology.
- Strong verbal and written communication skills.
- Action and solutions-oriented attitude towards challenges and obstacles.
- Ability to handle multiple tasks at a time.

### **COMPENSATION:**

This is a rewarding opportunity offering an hourly pay of \$20 per hour based on experience. This position is a part-time grant funded contract at 18.75 hours per week, with the potential for extension.

### **HOW TO APPLY:**

For immediate consideration please complete an online application and upload your resume at [www.familyrisetogether.org/careers`](http://www.familyrisetogether.org/careers).