



TRUST, Inc.

Toward Renewed Unity and Service Together
9 W. Rustic Lodge Ave., Minneapolis, MN 55419
612-827-6159 – www.trustinc.org – trust@trustinc.org

TRUST, a nonprofit based in South Minneapolis since 1970, unites and mobilizes congregations and the community to serve and empower our neighbors. We gather support from 20 member congregations and the neighborhoods. TRUST has direct-service programs like Meals on Wheels and Chore, and initiatives and partnerships among congregations and in the community.

JOB POSTING: OFFICE COORDINATOR

QUALIFICATIONS

Skills

- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Proficiency with MS Word, Excel and Publisher
- Ability to perform bookkeeping tasks; proficiency with QuickBooks
- Graphic design and/or web experience
- Skilled in working with volunteers
- Ability to work with diverse populations
- Ability to work well as part of a team

Education and Experience

- Associate's Degree, or comparable experience
- 3+ years of experience in office administration

RESPONSIBILITIES

- Perform general clerical/bookkeeping duties, including payroll
- Answer phones and greet visitors appropriately
- Handle incoming and outgoing mail
- Stock and maintain office supplies
- Assist with creation/distribution of printed and e-communications
- Maintain volunteer database
- Provide general administrative support to the executive director and program leads
- Other duties as assigned

HOURS

16 to 20 hours per week

SUPERVISION

Reports to Executive Director

Interested parties should email Toya Richards at trust@trustinc.org.