



Administrative Assistant

Position Description

September, 2025

Our mission

MINNDEPENDENT connects and strengthens Minnesota's private and independent schools through programming, partnerships and public policy so members can be student-centered and mission-driven.

Purpose of position: The Administrative Assistant performs day-to-day tasks that support a smooth flow of office operations. This includes providing administrative support, assisting with marketing and promotions, supporting special events, maintaining database and operating systems including Blackbaud NXT, website and social media network updates. Exceptional computer skills are required, with demonstrated proficiency in MS Office (Word, Excel, PowerPoint, SharePoint and Outlook), Google platform systems (Google Drive, Google Forms) and experience with querying relational databases.

Responsibilities:

- Assist president with calendar, scheduling meetings, meeting preparation, correspondence and special projects
- Serves as the primary point of contact for office communications
- Maintain accurate and current information for MINNDEPENDENT constituents, donors, member schools and nonmember schools. Accurately enter data into Raiser's Edge NXT database and procure necessary queries and reports
- Prepare meeting materials for Board of Directors, Executive Committee, and various events. Includes drafting correspondence, organizing agenda items, recording meeting minutes and assembling materials
- Coordinate all logistics and attend all Board of Directors and Executive Committee meetings
- Manage registration process for all events, seminars and meetings
- Assist with and/or design and produce programs, flyers, and other marketing materials
- Serve as primary point of contact and oversight for website, email marketing programs and keep information current and updated

Experience and Qualifications:

- Bachelor's degree preferred
- Extensive experience in an administrative support role

- Experience with Microsoft Office, Google forms and merge tools
- Experience with Blackbaud Raiser's Edge NXT or similar relationship management/fundraising software
- Proficiency working with spreadsheets, google forms, manipulate data, and familiarity with formulas
- Knowledge of office equipment, copiers, telephone systems and computers
- Effective communication skills, both verbal and written
- Ability to manage time effectively, manage several projects simultaneously, prioritize and meet deadlines
- Ability to work independently (with limited supervision) and as a team member
- Must be detail oriented, highly organized, and flexible
- Strong technical/computer knowledge
- Have a passion for the important role of private and independent education
- Ability to work in a small office setting

Reporting Relationship

This position reports to the President with further accountability to the MINNDEPENDENT Board of Directors and member schools

Additional information

This position is 28 hours/week with a salary of \$26-28/hour. Benefits include 401k company contribution, flexible work environment, and generous vacation and work schedule.

Position requires some evening and/or weekend duties, including limited out of town travel

The position is hybrid with main office located in Edina, MN. Applications accepted until filled.

To apply

Submit a letter of interest and current resume to jobs@minndependent.org