Together for Life Northland (TGFLN) and Star of the North Maternity Home (SON)

Administrative Assistant Job Description

Job Purpose: To assist the TFLN Board, its officers and the organization to succeed in meeting its mission by assisting in the administration of the TFLN Board, Collaborative and specifically Star of the North Maternity Home.

Reports To:
1) Together for Life Northland Board President (approximate 2 hours per week) for all activities related to TFLN Board and TFLN Collaborative;

2) Star of the North (SON) Maternity Home Program Director (approximate 8 hours per week) for all activities related to SON.

Represents the Together For Life Northland vision and mission, organization and programs through:

Technology:
1) Maintains all master TFLN and SON organizational contacts, including donors, volunteers, care coordinators, and/or mailing lists;

2) Prepare acknowledgements to donors for both in-kind and monetary donations each week;

3) maintains link to bookkeeper with all financial records or expenses and donations, including date entering of income and expenses in Quickbooks. Pull reports from Quickbooks as requested on a weekly or monthly basis;

4) Maintains the SON, TFLN, the TFLN Collaborative through updating the website as directed, and assisting with managing SON social media including Facebook Pages and other social media as identified or requested by TFLN Communications Committee;

5) Assists with mailings and promotion all TFLN/SON fundraising events, including;
   a. Together for Life Northland Annual Dinner/Auction Event
   b. Fall Corn Roast
   c. Give to the Max
   d. Congregational or other organizational events to raise funds for TFLN/SON;

Administration:

TFLN:

1) Board:

09/2018
a) Assists Board Chair of TFLN with scheduling meetings, creation of agendas, minutes and reports for Board, and Board Committee meetings (Finance, Communications, Executive) as needed;

b) manages mailbox for TFLN/SON, emails and phone for TogetherforLifeNorthland@gmail.com,

c) serves as the TFLN point of contact by managing the TFLN phone and email for Board and regional organizations;

d) maintains Board Documents and files including new board member orientation binders

e) manages recording of income and insures expense payments with Board Finance Chair, maintains and updates quickbooks and communicates with TFLN Accountant to ensure proper documentation and filing for audits and financial accounting, and board. Assists Board in annual budget preparation.

2) Collaborative
   a) assists Board Chair of TFLN with creation of agendas, speakers, minutes and reports for the TFLN Collaborative

3) SON
   a) maintains master volunteer contact lists and assists with Volunteer Coordination, scheduling, recruitment and orientation of volunteers in cooperation with the Program Director;

   b) assists SON Program Director with scheduling meetings, creation of agendas, minutes and reports for staff and community meetings as needed;

   c) assists Program Director with volunteer coordination, project management and fundraising efforts;

   d) maintain the employee/care coordinators, volunteers, and SON program/resident s table of contents, policies and procedures.

   e) assists with admissions, admissions and intake packets and meeting locations and scheduling

   f) maintains and organizes all weekly forms, phone calls, documentation spreadsheets and google drive files

   g) manages, orders and maintains promotional materials and office/home supplies

Additional tasks as requested.

Flexibility of Work Schedule:
The successful candidate may work at the Star of the North Office (we are a 24/7 facility) or work remotely.

Requirements:

09/2018
Minimum of High School Diploma or Equivalent, Bachelors preferred; or administrative assistant experience.

Sign the TFLN Philosophy Statement

Pass a Safe Environment training and pass a background check

Demonstrated knowledge of Google Drive, Gmail, Google Spreadsheets, Google Docs, etc.

Working knowledge of and/or experience with Quickbooks

Submit Cover letter and Resume and Provide 3 professional references

**Salary:**

Commensurate with Experience.