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## Executive Assistant, Operations

### About Us

Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) serves Minnesota and portions of Eastern North Dakota.

We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures. Our vision is a world in which people living with seizures realize their full potential. In order to make that vision a reality, our dedicated staff provide a wide range of programs and services for people with seizures, their families, and the wider community.

On a practical level, this can mean delivering trainings to teachers and school nurses who have a child with epilepsy in their care; facilitating support groups for adults living with epilepsy; running a summer camp for children who might not otherwise be able to attend one; offering no cost seizure first aid trainings; designing awareness campaigns to educate the general public about epilepsy and fight the stigma surrounding seizures; coordinating events to bring together people impacted by epilepsy; sharing community resources through our Information Services hotline; advocating for those living with epilepsy and so much more. Last year we touched the lives of over 170,000 constituents with our programs, events, and outreach efforts.

EFMN offers a vibrant and team-driven atmosphere with a strong commitment to our community and to our mission. For more information about EFMN, please visit our [website](#), check out our pages on [Facebook](#) and [Linked In](#), or read our [2019 Annual Report](#).

### Primary Duties:

The Executive Assistant provides administrative assistance to the Associate Executive Director, Operations and serves as the St. Paul Office Manager. This position provides high-level support for the board of directors and related committees and maintains confidential communications. The position also manages all supplies and office-related needs.

### Essential Functions:

#### Operations Leadership Support

- Provide overall administrative support to the Associate Executive Director, Operations.
- Attend leadership level meetings as requested by the Associate Executive Director.
- Provide significant project support to the Associate Executive Director including research, deadline tracking and ensuring timeline adherence.
- Plan, schedule and coordinate internal cross-department group meetings.
- Occasionally coordinate travel arrangements and plan logistics for the Associate Executive Director.
- Maintains meeting calendars for Board of Directors and Executive Committee, scheduling meetings, setting up video conferencing, and managing RSVPs.
- Provide administrative support planning for all committee meetings led by the Associate Executive Director.
- Responsible for all prep work associated with Board of Directors and Executive Committee meetings including assembling board packets, creating PowerPoint presentations, ordering food, and setting up the conference room.
- Records meeting minutes for board meetings and committee meetings as requested by Associate Executive Director

### **General Office Support**

- Greets in-person visitors and provides backup for phone system.
- Processes daily mail, makes copies of checks, distributes invoices and other mailings to appropriate staff.
- Primary contact with building management and maintenance. Provides support in scheduling building conference rooms and schedules maintenance.
- Trains new employees on office equipment and serves as the staff resource for basic office equipment, including printers, postage machine, and telephone system.
- Prepares for new employees including setting up inbox, adding to Konica printer, adding to staff list, updating recorded name on phone, making nametags, ordering business cards, and distributing appropriate keys and passes.
- Trains new employees on general office information including phones, printers, copiers, fax machine, and postage machine.
- Maintains emergency calling tree, building and office keys, and parking passes.
- Orders office supplies and shared inventory including stationary and envelopes.
- Responsible for maintaining the breakroom and storage area.

### **Other Administrative Support**

- Accurately enter the checks and ACH receipts into Salesforce noting donor designations.
- Run the daily Salesforce deposit reports and save in designated folder.
- Prepare, print, and mail standard donor acknowledgement letters for all individual and donor advised fund gifts within two business days of receiving a gift.
- Assist the Accountant with employee expense and credit card reporting: verify the expense details and format the reports for upload into accounting software.
- Manages the needs of in-person staff meetings and gatherings: reserves space, orders food, set up and tear down, tracks expenses.

### **Position Requirements:**

- Five years of experience supporting senior leaders.
- Impeccable organizational skills and proven success in role requiring managing multiple projects with multiple constituencies.
- Utmost discretion with personal and confidential information.
- Superior collaboration skills, including proven ability to work effectively with multiple stakeholders.
- Highly proficient with MS Office Suite and electronic communication platforms such as Zoom. Experience with database management platforms preferred.
- Demonstrated ability to work with a wide range of professionals and clients with varying abilities and from diverse backgrounds.
- Ability to adjust work hours as needed.

### **Additional Information:**

Location: Twin Cities

Hourly Rate: \$19.25-23.00, DOQ

Posting Closing Date: May 9, 2021

### **How to apply:**

Qualified candidates should submit a cover letter and resume to Heather Besonen at [hbesonen@efmn.org](mailto:hbesonen@efmn.org).