



Seeking a world free from violence and the threat of violence
393 N Dunlap Street, Suite 450E, St. Paul, MN 55104
(651) 917-0383 www.fnvw.org

FNVW Administrative Assistant

Reports To: Executive Director
Type: Part-Time / 20 hours a week
Salary: \$20/hour
Benefits: Generous Paid Time Off (PTO) and vacation time. Mileage reimbursement.
Shift: A consistent schedule will be set, with flexibility for which days and times. Some hours may be worked remotely. Occasional nights and weekends will be required.

ORGANIZATIONAL SUMMARY:

Friends for a NonViolent World (FNVW) works to promote and create peace and justice in our community by using the principles and practices of nonviolence to transform conflict and to address the root causes of violence. Our programs include facilitating Alternatives to Violence Project (AVP) workshops for youth and adults in prisons and in the community, organizing a week-long, intergenerational summer camp, and participating in coalition-based advocacy efforts. As a community centered, volunteer-driven organization, we leverage the skills, strengths, and passions of our talented and dedicated volunteers to achieve our mission.

FNVW is a Quaker-inspired organization that welcomes people from all faith practices as well as individuals with no religious orientation. We encourage applications from individuals who identify as BIPOC, Indigenous or people of culture, LGBTQI+ and gender fluid or gender nonconforming, people from working class backgrounds, individuals with disabilities (both seen and unseen), veterans, people of any age or family status and others who are members of marginalized communities.

POSITION SUMMARY:

FNVW is hiring an Administrative Assistant! This position will oversee the day-to-day administrative tasks that move FNVW's mission forward. The Administrative Assistant provides invaluable support for FNVW's staff and programs in this moment when community-based violence prevention and conflict transformation work is so critically needed.

MINIMUM QUALIFICATIONS:

- Excellent communication skills— written, in person, on the phone, and via video conferencing.
- Capacity to work with diverse communities, which include people of various ages, genders, sexual orientations, national origins, income levels, ability levels, religious affiliations, races, cultures, and languages.
- Excellent computer software abilities, including deep experience working with Microsoft Office Suite. Experience with video conferencing, Canva, Mailchimp, and Instagram. Familiarity with databases and Quickbooks is a plus.
- Ability to self-manage in an out-of-office setting, prioritize, complete work on time and ask for assistance as needed.
- Strong proofreading and copy-editing skills.
- Commitment to maintain confidentiality.
- Ability to occasionally lift up to 20 pounds
- Digital design capabilities are a plus.
- Process orientation, with an emphasis on streamlining and simplifying processes, is a plus.

PRIMARY DUTIES AND RESPONSIBILITIES:

Operations Support

- Manage accounts receivable and accounts payable, including processing check deposits and outgoing payments.
- Manage data entry into FNVW's database.
- Administratively support fundraising efforts, process donations and thank-you letters, and manage online giving platforms. Administratively assist with year-end statements.
- Type and layout e-newsletter on Mailchimp.

Program Support

- Project administration: maintain organization of contracts and project budgets.
- Project expense management and reimbursements.

Volunteer Coordination

- Post volunteer positions on online volunteer message boards upon request.
- Ensure new volunteers complete paperwork.
- Maintain volunteer database.
- Track volunteer hours and provide reports when needed.
- Administratively support volunteer appreciation efforts.

Office Support

- Manage mail (incoming and outgoing), phone line and email account.
- Take inventory of supplies, manage storage and office equipment, and coordinate printing direct mail materials as needed.
- Assist with events as needed.
- All other duties as assigned.

HOW TO APPLY

For best consideration, please submit your cover letter and resume to info@fnvw.org by August 9. The job will be posted until filled.

The cover letter can be included in the body of the email or as a separate attachment. The cover letter should outline 1) Your relevant experience 2) Any unique skills or characteristics you bring to the role and 3) Any connections (personal or professional) you have to FNVW's mission.