

## **Northern Bedrock Historic Preservation Corps**

**Position Type:** Office Coordinator, Full Time 40 hrs/wk

**Location:** Based in Duluth, MN possibly traveling throughout MN

**Benefits:** Stipend provided for Health and Dental Insurance Premiums/Retirement

**Salary:** \$15 / hr

**Application Deadline:** Open until filled.

*Dedicated to providing experience-based learning in the preservation trades, Northern Bedrock Historic Preservation Corps works to reduce the backlog of maintenance and repair of historic sites and structures across the state of Minnesota. Northern Bedrock, a non-profit organization founded in 2011, strives to “build a pathway to the preservation trades” by developing a network of trades and craftspeople to provide training for young adults (age 18 - 25). A member of AmeriCorps and the Corporation for National and Community Service, Northern Bedrock’s efforts are made possible in part by a partnership with the Minnesota Historical Society, the support of the State of Minnesota through the Minnesota Department of Employment and Economic Development, and those who value its mission. During this period of growth and change, with a staff of one-part time and five full-time members, Northern Bedrock seeks an individual with the skills and passion to help further its mission: Building a Pathway to the Preservation Trades.*

### **DESCRIPTION**

The Office Coordinator serves at the hub of all Northern Bedrock Historic Preservation Corps (NBHPC) operations, maintaining an awareness of departmental proceedings and disseminating information as required. The Office Coordinator’s main responsibilities include administrative tasks, assisting the executive director, assisting in communications and marketing, and managing NBHPC’s technology.

### **RESPONSIBILITIES**

#### **Administrative**

- Filing and data systems management, both physical and electronic.
- Update and maintain contact databases.
- Maintain office calendar.
- Open and process incoming mail.
- Schedule internal and external meetings, including quarterly Board Meetings; prepare necessary documents; and record notes.
- Work closely with the Finance Coordinator, tracking expenses and organizational budgets.
- Provide Human Resource support, including new employee on boarding.
- Provide support to departmental operations as needed, through check-in’s with the NBHPC team.

#### **Executive Assistance**

- Maintain and monitor Executive Director’s calendar and daily itinerary.
- Schedule and communicate internal and external meetings, assisting with meeting preparations when required.
- Assist with follow ups, including internal and external correspondence.
- Collect and track Executive Director’s expense information.
- Serve as an agent of accountability through daily check-in’s with the Executive Director.
- Provide additional support to the Executive Director when required, including off-site meetings.

## **Communications and Marketing**

Work closely with the Development Director to execute strategic communication and marketing plan, with consideration for brand identity:

- Develop content for digital and print distribution, both written and graphic, including informational materials, press releases, digital newsletters and blog posts.
- Distribute digital and print content when required.
- Maintain and update the NBHPC website.
- Assist with Social Media outreach.
- Photo database management, image processing, and disbursement.
- Assist in other capacities as required.

Provide support to the Pathway Program team, through assistance with recruitment and outreach strategies:

- Develop content for digital and print distribution, both written and graphic.
- Update and maintain the NBHPC website.
- Assist with Social Media outreach.
- Assist in other capacities as required.

## **Technology**

- Purchase and inventory software and hardware.
- Install, maintain and troubleshoot organization tech.
- Educate and provide guidance for NBHPC team on best practices and organizational procedures.

## **REQUIREMENTS**

- Inquisitive.
- Detail oriented.
- Excellent written, verbal and interpersonal communication skills.
- Demonstrated organization and planning skills.
- Proficient with operating system MacOS and Apple hardware.
- Proficient with productivity software Microsoft Office, including Word, PowerPoint & Excel.
- Proficient with Google's G Suite.
- Demonstrated experience with Photoshop and InDesign (Adobe Suite)
- Familiarity with Word Press or demonstrated experience with other CMS.
- Valid driver's license and able to pass criminal background and motor vehicle record check. "Pass" means no major moving violations or DUI's in the past five years and no positive hits on the NSOPR and no history of violent offenses.

## **TO APPLY**

Please submit cover letter, resume, and two professional references. Email application materials to [admin@northernbedrockcorps.org](mailto:admin@northernbedrockcorps.org). Incomplete applications will not be considered.

*Northern Bedrock provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Northern Bedrock complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*