

**Administrative Assistant**

**Status:** Part Time, Contract, Hourly

* Flexible hours: between 5 – 10 hours per week – More hours are possible

**Reports to:** Executive Director

**Salary/wage**: $20-$25 an hour, no benefits

**About Us:**

The East Side Area Business Association has been serving Saint Paul’s diverse East Side business community for over 30 years. We are committed to creating a stronger network of businesses, a space for developing voice on policy that affects the East Side and rebuilding the economic engine of our vibrant and vital community. We offer members resources, education, connections and networking opportunities.

**Responsibilities:**

* **Strengthen administrative systems:** Connect with current and prospective members by creating a clear onboarding protocol for new members, managing website content and assisting the Executive Director/supporting committees on bookkeeping tasks.
* **Identify Opportunities for Process Improvement:** Use the data to influence our system’s design to successfully build ESABA’s prominence and voice in the community.
* **Facilitate Member Engagement:** help organize and support strategic and regular communication with contacts and prospects via email, the event calendar and various social media platforms.

**Direction and Support:**

* Guidance from the ESABA Executive Director
* Collaboration with ESABA members to support broader community campaigns related to general business and growth

**Qualifications / Essential Experience:**

* A four-year college or university degree is preferred, or an equivalent combination of education and experience will be considered
* 1-2 years of experience with administrative roles and tasks
* Familiarity and proficiency with Microsoft Office Suite, Google Workspace, database management programs (CRM) and the ability to learn new software as directed

**Personal Traits:**

* Self-motivated, detail oriented and an effective communicator
* Multilingual, a plus
* A collaborator with a strong service mentality and passion for the organization’s mission that is rooted in diversity, cooperation and network strength
* Passionate adherence to the organization’s values of integrity, optimism, belonging and innovation
* Confident and engaging in community outreach settings
* Proven ability to establish and cultivate effective relationships
* Strong and consistent ability to prioritize activities and handle multiple responsibilities in a specific timeline

**Physical Demands:**

While performing the duties of this job, the employee will be expected to:

* Walk, sit, bend and squat
* Talk and hear
* Grab, pull or bend items
* Lift and/or carry up to 25 lbs.
* View items at a close and distant range
* Sit for extended periods of time
* Use computers for extended periods of time

**Working Conditions:**

*This is a hybrid model position that may require limited travel and work outside of core business hours*

* Administrative work can be done remotely
* Visit the East Side Enterprise Center and attend offsite meetings and events as needed

**Note:** Job Descriptions are not exhaustive lists of all skills, responsibilities, or efforts associated with a job. They reflect principal job elements essential for performing the job and evaluating performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This document does not create an employment contract, implied or otherwise, other than as “at will” relationship. ESABA is an equal opportunity employer.

**To Apply:** Please email your interest, include a resume, cover letter, and a schedule of available interview times to [info@esaba.org](mailto:info@esaba.org) or call Paris Dunning 651-335-0986 for more information