

# COMO FRIENDS

## POSITION DESCRIPTION

May 2023

### Administrative Assistant

#### Primary Purpose

Provide administrative support for the President of Como Friends and for fundraising meetings and events.

#### Experience and Qualifications

Como Friends is seeking candidates with two years experience in an office setting. Two years post-secondary education preferred. Candidates will have strong organization skills, attention to detail and accuracy, good written and verbal communication skills, and a commitment to maintaining confidentiality. Proficiency with Microsoft Office required and experience with the Raiser's Edge preferred. Candidates will have interest in working in a nonprofit professional setting with interactions with board members, donors, zoo and conservatory staff, and others.

#### Job Responsibilities

- In partnership with the President, schedules and coordinates logistics of board meetings, board committee meetings, site visits and donor events.
- Assists the President to prepare agendas and supporting materials for meetings.
- Takes meeting minutes at all board and board committee meetings.
- Opens, sorts and circulates the daily mail.
- Merges, prints and mails thank you letters to all supporters, using provided letter templates or drafting custom letters as needed.
- Responsible for items to support a well-functioning office such as ordering supplies and coordinating equipment maintenance.
- Receives and interacts with incoming visitors.
- Assists with special projects such as developing documents using PowerPoint or details for Board social gatherings.
- Assists in the implementation of fundraising events such as Sunset Affair, ComoQuest and Bouquets.
- Engages as a member of a team that is highly committed to the organization's mission and goals.

## **Salary and Background**

The Administrative Assistant is supervised by the President. This is a full-time position with a salary of \$45,000. Evening or weekend hours required about once a month. Benefits include: health insurance, dental insurance, retirement plan, life insurance, long-term disability insurance, short-term disability insurance, two weeks paid vacation, eleven paid holidays, three paid personal days and sick leave.

Como Friends is a nonprofit 501(c)(3) organization that works to inspire community generosity in support of Como Park Zoo & Conservatory so it thrives for generations to come. Como Friends does this by securing funds from the private sector to invest in programs and activities at Como. Fund-raising activities include donations and memberships from individuals, revenues from special events, grants from private corporations and foundations and revenues from a gift shop operation.

## **How to Apply**

To apply, please send a cover letter and resume to [comomembership@comofriends.org](mailto:comomembership@comofriends.org) by 5:00 p.m. on June 15, 2023.

Como Friends • 1225 Estabrook Drive • Saint Paul, MN  
[www.comofriends.org](http://www.comofriends.org)