



TRUST, Inc.

TOWARD RENEWED UNITY AND SERVICE TOGETHER
"an ecumenical coalition of congregations since 1970"

9 W. RUSTIC LODGE AVE, MINNEAPOLIS MN 55419
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TRUST Mission Statement: *TRUST unites and mobilizes congregations and the community to serve and empower our neighbors.* TRUST, Inc. is a nonprofit that has served the needs of south Minneapolis since 1970. We gather our support and volunteers from our nineteen member congregations and the neighborhoods. TRUST has direct service programs like Meals on Wheels and Chore and initiatives and partnerships among congregations and in the community.

TRUST ADMINISTRATOR

QUALIFICATIONS

1. Skills

- Strong organizational and time management skills
- Excellent verbal and written communication skills
- Proficiency with MS Word, Excel, Access and Publisher
- Ability to perform bookkeeping tasks; familiarity with Sage Accounting helpful
- Knowledge of community resources helpful
- Ability to work with diverse populations
- Experience with senior citizens helpful
- Some graphic design and/or web experience helpful
- Skilled in working with volunteers

2. Education and Experience

- Associate Degree
- 4+ years of experience in office administration

RESPONSIBILITIES

- CLERICAL/BOOKKEEPING
 - Answer phones and greet visitors appropriately
 - Maintain stock levels for office supplies
 - Handle incoming and outgoing mail
 - Create and distribute mailings as needed and edit newsletter
 - Maintain volunteer data base
 - Perform general bookkeeping and payroll duties
 - Other duties as assigned
- PROGRAM MANAGEMENT
 - Manage Chore program – provide assessments of new clients, match clients with workers, maintain program records
 - Staff TRUST's volunteer initiatives – Loaves & Fishes, Wreath of Love, etc.
 - Some additional duties outside of office hours – fundraisers, etc.

HOURS - 25 hours per week

SUPERVISION - reports to Executive Director

Email or mail resume to: N. Biele at above address

Deadline: April 4