



Administrative Coordinator

Arrive Ministries is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church.

Job Status: this office-based job is full-time, 40 hours / week, located in our Richfield, MN headquarters.

Job Summary: The Administrative Coordinator job is a multi-faceted role, providing valuable support to volunteer management, fundraising functions like gift-in-kind donations and receipting, overall office support and program assistance.

Key Responsibilities:

- Oversee Donation Room and gift-in-kind donations: receive material donations, maintain and organize inventory, track stock levels, manage online registry, oversee special request outgoing emails, thank donors and lead donation room/sorting volunteers
- Assist executive director with administrative tasks
- Respond to general inquiries from public: monitor website interest form submissions, incoming emails and phone calls, responding in a timely manner
- Provide general administrative and program support: manage lobby area, answer the main phone, welcome clients and neighbors, monitor office supply and procurement as needed, conduct database support/entry, help with program project support when needed

Knowledge and Skills Required:

- Demonstrated relationship with Jesus Christ
- Excellent time management, organization, and problem-solving abilities
- Detail orientation and competency with Microsoft office software
- Able to speak, read, and write fluently in the English language
- Valid MN Driver's license with proof of insurance and good driving record
- Agreement with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct

Additional Information:

Reports to: Executive Director