



Mission: To restore health and well-being in the Native community by recovering knowledge of and access to healthy Indigenous foods, medicines and lifeways.

Title: Administrative Assistant
Reports to: Operations Manager

Status: Full-Time
Salary: \$19-\$21 hourly/DOQ

Dream of Wild Health (DWH) is celebrating 25 years of working to restore health and wellbeing within the Twin Cities Native American community and has recently grown to a 30-acre farm in Hugo with an office in Minneapolis. DWH is seeking an Administrative Assistant to provide quality administrative support to the organization across multiple programs at its Minneapolis office and Hugo farm. This individual plays an essential role in facilities administration and operations, supply orders, meeting logistics coordination, communications support, correspondence, data and financial entry, bank deposits, utility maintenance, donor tracking and acknowledgement, and other general administrative duties. The ideal candidate has a strong commitment to the vision, mission and values of the organization and to the Native American community.

Responsibilities & Expectations:

- Communicate with staff, partners, participants and community in a friendly professional manner
- Provide logistical support and coordination of meetings, program activities and events
- Participate in outreach, education, and community events on behalf of DWH
- Support communications such as fundraising, social media, annual reports, newsletters, and marketing
- Respond to general inquiries in a positive and professional manner
- Database entry and management (ie, Salesforce)
- Prepare correspondence such as donor acknowledgement letters using mail merge
- IT support, office supply inventory and equipment maintenance for urban office and farm
- Maintain digital and paper filing systems that are consistent with organizational policies
- Receive, sort and distribute mail; scan, prepare and deliver bank deposits regularly
- Support financial entry such as entering invoices and tracking payments and donations
- Support the development of an administrative and operations manual
- Assist in the recruitment, hiring and onboarding of new staff and volunteers
- Must be willing to adapt to change and organize in effort to meet community and DWH needs
- May step in to support program and event needs during staff absences
- Contribute to overall team success by completing other duties as assigned

Qualifications:

- Associates degree with 2+ years related experience; or equivalent experience required
- Demonstrated experience in providing nonprofit administrative support and/or office management
- Proficient in MS Office, Google Workspace, and database management (Salesforce a plus)
- Excellent customer service skills and ability to work collaboratively with staff, partners and community
- Strong verbal and written communication skills; ability to handle confidential information
- High level of cultural knowledge, competency and commitment to Native American values

A criminal background check is required. Must have a valid driver's license; ability to stand and sit for long periods of time (ie, at desk and laptop); ability to lift semi-heavy objects; regular use of hands; and flexibility to work occasional evenings and/or weekends. Some travel is required. This position will split time at the Hugo farm, the Minneapolis office, remotely, and may attend meetings and events (mainly in the Twin Cities area) or conferences (may be out of area). Benefits include: paid time off, Holidays, medical/dental/life, AD&D & LTD insurances, and a 401k employer match.

To Apply: Submit cover letter and resume to Bryan at employment@dreamofwildhealth.org. Open until filled.