



Emerging Prairie Administrative Assistant

Full-Time: 40 hours per week

Job Summary

The Administrative Assistant supports the Prairie Den operations, directors and our sales teams. This is a new position within the organization that will play a significant role in project organization and efficiency. It requires someone who is a team player that will be able to work closely in support of the team, as well as partners, members and vendors.

Our ideal candidate would possess a strong work ethic, great communication skills, level-headed under pressure, caring, respectful of confidentiality, efficient, and an avid problem solver. This individual will be driven to get things done, enjoy multitasking and working in a fast paced environment.

Overview

Administrative	65%
Prairie Den day-to-day	30%
Other duties as assigned	5%

Key Areas of Responsibility

Administrative / Special Projects:

- Provide a variety of general account, clerical and sales support functions including; processing contracts, troubleshoot processing issues, and maintaining statuses on all contracts.
- Provide direct support to the Sales team.
- Ensure all leads are captured, accurately recorded, tagged, and maintained.
- Maintain the sales manual and document new procedures as needed.
- Performs project management, meeting logistics, crafts agendas and manages follow-up actions.
- Assist in delivering on other miscellaneous information requested by our Directors.

Prairie Den day-to-day operations:

- Greet members, give tours to newcomers, guests and ensure everyone who comes into the space feels welcome.
- Keeping stock of consumable items (paper products, whiteboard markers, coffee/tea, etc.)
- Act as the caretaker, administrator and manager of the Prairie Den. Looking after space maintenance, cleanliness and supply stock.
- Manage event space bookings & set up meeting spaces for reservations.
- Be the public face of the Prairie Den representing Emerging Prairie's mission and values.
- Provide a high quality experience for everyone who uses the space, serving the entrepreneurs, donors, members, guests, Emerging Prairie teammates alike.
- Onboard new Prairie Den memberships and volunteers.
- Manage incoming and outgoing paper mail.
- Interpersonal communication including face-to-face, email, phone, instant message are frequently used.
- Performs other related duties as assigned.



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Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.
- Proficient with Microsoft Office Suite or related software.

Education and Experience

- Associate's degree required; Bachelor's degree in related field preferred.
- Three to five years of experience in a similar role.

Physical demands:

- Ability to continuously stand or walk during events.
- Ability to bend, squat, climb stairs and lift occasionally.
- Ability to lift up to 50 pounds occasionally.
- These physical requirements must be met with or without accommodation

Work environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.
- Noise level in the work environment is frequently loud.
- Ability to work outside normal business hours on occasion.

Benefits and Culture:

- Flexible work environment that allows the employee to work from varied environments and locations. (Note* this role must be located in Fargo, ND)
- IRA program with employer match.
- 50% coverage of employee health insurance premiums for FTE employees (Does not include vision or dental)
- Technology stipend.
- 10 paid holidays (Including your birthday!)

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to celebrate entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.



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1. Accelerate Entrepreneurs - We host events that give entrepreneurs a platform to share their passion about their business or idea. We continue to strengthen programs that provide opportunities for entrepreneurs to learn and connect.
2. Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we are able to move ideas to action and impact.
3. Infuse the Arts - We create opportunities for the arts / artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.
4. Build on Our Brightspots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.
5. Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in Welcoming Week, celebrating New American Entrepreneurs, providing gender neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

Mission statement: Energizing communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie strongly values diversity, equity, inclusion -- it continues to be one of our core values as an organization. We encourage applicants to read through the Diversity, Equity, and Inclusion Assessment found at <https://emergingprairie.com/about-us>. Emerging Prairie is proud to be an equal opportunity employer and prohibits discrimination and harassment of any kind.

Emerging Prairie is an equal opportunity provider.

To apply: Please send both a cover letter and résumé to brianc@emergingprairie.com