



CEO Support & Office Coordinator

Full-Time: 40 hours per week

Salary: \$40K+

Job Summary

The Office Manager/Administrative Assistant position exists to provide administrative support to the Chief Executive Officer and oversee day-to-day operations of the Prairie Den.

Overview:

CEO Administrative Support	50%
Prairie Den Operations	40%
Other duties as assigned	10%

Administrative Support

- Manage information flow in a timely and accurate manner
- Responds to and resolves administrative inquiries and questions.
- Prepares agendas and schedules for meetings.
- Make travel and accommodation arrangements
- Make arrangements for business meetings – venue, catering, etc.
- Format information for internal and external communication – memos, emails, presentations, reports

Prairie Den Operations

- Greet guests and ensure everyone feels welcome
- Act as the caretaker of the Prairie Den by looking after space maintenance, cleanliness, and supply stock
- Manage internal and external reservations for meeting spaces
- Keep stock of consumable items
- Manage incoming and outgoing paper mail
- Be the public face of the Prairie Den by representing Emerging Prairie's missions and values through providing a high-quality experience for entrepreneurs, donors, guests, and teammates
- Performs or facilitates maintenance of office equipment including cleaning, maintenance, and repairs.
- Maintains office supplies and coordinates maintenance of office equipment.
- Performs other related duties as assigned.

Required Skills/Abilities

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

- Ability to function well in a high-paced and at times stressful environment.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Ability to work independently.

Education and Experience

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

Physical demands: These physical requirements must be met with or without accommodation.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds regularly and up to 50 pounds occasionally.
- Ability to continuously stand or walk during events and meetings.
- Ability to bend, squat, climb stairs and lift occasionally.

Work environment:

- Noise level in a regular work environment is frequently loud.
- Ability to work outside normal business hours and travel on occasion.
- May occasionally work outdoors and in environments with 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.

Benefits and Culture:

- Main Office is in Fargo, ND with a flexible work environment that allows the employee to work from varied environments and locations
- Core values: Trust First, Learn, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.
- 401(k) Retirement program with 3% employer match.
- 80% coverage of employee HDHP health insurance premiums (not to include vision or dental)
- HSA Contribution
- Company provided Short Term & Long Term Disability Coverage
- Company provided Life Insurance - \$50,000
- 10 paid holidays (including your birthday) and paid holiday break.

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 energize communities through innovative initiatives, programming, and events that move the needle and ignite economic

growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

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 in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

Mission statement: To energize communities.

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

Emerging Prairie is proud to be an equal opportunity provider.

To apply: Candidates should submit a cover letter and resume to talent@emergingprairie.com.