

Job Title:

Office Manager (Part-Time, Temporary)

Organization: The Woman's Club of Minneapolis, a nonprofit 501(c)(3) organization, womansclub.org

Position Summary:

The Woman's Club of Minneapolis is seeking a dynamic, organized, and people-centered individual to serve as the **Office Manager** on a part-time, temporary basis. The Club building is currently for sale while remaining open to members and their guests. This individual will oversee the daily operations of the Club and respond to members' inquiries. (approximately 200 members). This is a key role for someone who thrives in a collaborative nonprofit setting and believes in the power of community and connection.

Key Responsibilities:

- Act as the main point of contact for member inquiries and support.
 - Manage the Club's daily administrative functions to ensure smooth and efficient operations.
 - Communicate building maintenance needs to the President of the Woman's Club and assist in facilitating repairs as needed.
 - Assist the Board with scheduling, communication, and documentation tasks.
 - Organize member communications, such as newsletters, email campaigns, and updates.
 - Coordinate volunteer opportunities for members and track accomplishments.
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Qualifications:

- Strong organizational and time management skills; ability to manage multiple priorities.
- Excellent interpersonal and communication skills, both written and verbal.
- Proficiency with databases, Microsoft Office, and communication platforms (e.g., Salesforce, Canva, Outlook).
- Commitment to diversity, inclusion, and the mission of The Woman's Club of Minneapolis. See womansclub.org.
- Resourceful, self-directed and collaborative, with a problem-solving mindset.

Position Details:

- **Hours:** 20 hours per week, with some flexibility, anticipate five hours per day/four days per week with core hours between 8:30 am- 3:30 pm, no weekends.
 - **Duration:** through December 2025, negotiated after that.
 - **Location:** The majority of the time will be in-person at the site, with the possibility of remote work as needed.
 - **Compensation:** Hourly rate market competitive with a minimum rate of \$30 per hour and up - commensurate with experience. No benefits unless required by law.
 - **Reports to:** Club President and/or Board-appointed Executive Committee.
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To Apply:

Please send a cover letter and resume to President@womansclub.org with the subject line "*Office Manager.*" Inquiries will be reviewed on a rolling basis.
