

# Help Wanted

## **Executive Assistant to the Board East Downtown Council, Minneapolis**

Have you been looking for an opportunity to give back to the community with your organizational and administrative skills? Love variety and community government? The East Downtown Council of Minneapolis is searching for someone like you. If you have time to engage in this freelance contract and the experience to add value to our efforts, together we can continue to make a difference in this vibrant and growing area.

The Executive Assistant to the Board needs to be an organized, detailed person with a deep knowledge of the East Downtown neighborhood through work, living or other hands-on experience. This person must also possess a passion for and history of non-profit work and an understanding of City government procedures and organization. Knowledge of grants and grant-writing is a plus. The EDC is looking for a candidate who has had a minimum of two to three years of support or administrative experience and excellent computer skills such as Excel, Word and other Microsoft office suite programs, email etiquette and high-level phone skills.

To apply, please send your cover letter and resume to [jolsen@padillaspeer.com](mailto:jolsen@padillaspeer.com) and note the job title in the subject line.

For more information about the East Downtown Council, check out our website at <http://www.edcmpls.org/>