



DSAMn Office Coordinator Job Description (Part-Time)

Organization Overview:

The Down Syndrome Association of Minnesota (DSAMn) is a statewide nonprofit organization with the mission to empower individuals and families, create community, and celebrate people with Down syndrome. We do this by providing support, assistance, and opportunity to individuals with Down syndrome and their families. Our vision is for all people with Down syndrome to achieve their fullest potential in an accepting and inclusive society. We are the leading source of information and support for individuals, families, and providers across the state of Minnesota. We are committed to providing support, assistance, and opportunity to all individuals with Down syndrome and their families.

Position Overview: The Office Coordinator is a part-time, entry-level position based at DSAMn's St. Paul office. This role is essential to ensuring our daily operations run smoothly. The Office Coordinator will serve as a welcoming first point of contact for visitors and callers, provide administrative support to staff, and assist with event and program logistics. This position reports to the Director of Operations. Ideal schedule would be a 4 hour shift daily Monday–Friday or a 5 hour shift daily Monday - Thursday or Tuesday–Friday.

Job Qualifications

- Passion for the mission and vision of the Down Syndrome Association of Minnesota.
- Strong organizational skills and attention to detail.
- Friendly, professional communication skills (in person, phone, and email).
- Comfort working independently as well as part of a team.
- Ability to manage time effectively, prioritize tasks, and adapt to changing needs.
- Basic computer proficiency (Microsoft Office, Google Workspace, data entry).
- Prior experience with Adobe Illustrator and/or Adobe Express is a plus.
- Prior experience working with individuals with intellectual or developmental disabilities is a plus.

Responsibilities

- Answer phones and respond to general inquiries.
- Provide administrative support including data entry, filing, and scheduling.
- Manage the creation and production of seasonal program catalogue.
- Maintain office supplies and equipment, and cleaning of office.
- Support event preparation and logistics as needed.
- Mail donation thank you letters and end of the year tax letters.
- Support donor and client contact information keeping accurate records of duplicates and email lists.
- Assist staff with projects and other duties as assigned.

Job Details:

- Hours: Part-time, 20 hours per week scheduled between 9:00am and 2:30pm, Monday - Friday. Additional hours may be available based on events and activities.
- Location: On-site at DSAMn office located in St. Paul.
- Pay: \$20 per hour.
- Job offers are contingent upon the results of a background check.

To apply, please send a resume and cover letter to ashleyazar@dsamn.org. Your cover letter should include details on how you meet the minimum requirements of the job as well as daytime availability/preferred schedule.

DSAMn is committed to fostering a diverse and inclusive workplace. We believe in the value of different experiences, skills, and voices in strengthening our work and achieving our mission. We also strive to have our team reflect the rich

ethnic, racial, and socioeconomic diversity of our state. Because of this, we especially want to encourage people of color to apply for this position.

DSAMn is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, familial status, veteran status, sexual orientation, genetic information, public assistance, local human rights commission activity, gender identity or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.