2550 University Ave. West, Ste. 200N, St. Paul, MN 55114
T: 651-776-4273 | F: 612-767-8578 | www.RTMN.org

Administrative Assistant

Rebuilding Together Minnesota

Reports to: Erin Budin, Administration Director
Location: 2550 University Avenue West, St. Paul MN 55114
Employment type: Full-time, Exempt
Starting Salary: $42,000 annually
Application Deadline: Monday, November 16, 2026

About Rebuilding Together Minnesota

Since 1997, Rebuilding Together Minnesota has delivered high-quality home repair and safety modification services to low-income homeowners. We focus on helping older adults, people with disabilities, and veterans stay safe and independent in the homes they love.

Position Summary

The Administrative Assistant is the first voice and face of Rebuilding Together Minnesota, handling applicant and community calls and emails, keeping our Salesforce records accurate, and running the office day to day functions. The ideal candidate is organized, patient, compassionate, detail-oriented, and motivated by our mission. Candidates with a background in social services or social work are a plus.

Areas of Responsibility

Client and Public Interaction

- Answer and route incoming phone calls professionally and compassionately
- Respond promptly to applicant and general inquiries received by email
- Provide basic information about programs, services, and events, and refer people to the appropriate staff member or resource
- Manage a detailed income eligibility verification process for applicants reviewed and accepted for further consideration by Project Managers

Systems and Records Management

- Manage and monitor all subscription-based services and memberships, carefully monitoring renewal dates, and internal needs for the services. Includes assigning seats for staff members on various platforms.
- Enter paper applications for services into Salesforce
- Create and update applicant, client, and volunteer records, keeping data clean and free of duplicates
- Enter and reconcile donations (gifts, pledges, and in-kind contributions) in Salesforce
- Support timely donor acknowledgments and tax receipts
- Prepare bank deposits for physical checks received in the mail

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- Generate basic Salesforce reports and lists as requested by staff
- Organize and maintain all digital files.
- Monitor physical files for compliance with document retention policies

Office Management

- Manage office supplies, hardware, equipment, and designated office service vendor relationships
- Process outgoing mail, and sort and distribute incoming mail, flagging invoices and financial or government documents for the appropriate staff member. Maintain confidentiality of all correspondence.
- Maintain organized electronic and paper filing systems

General Support

- Assist staff with special projects and events
- Follow organizational policies and data privacy standards
- Perform other duties as assigned

Required Qualifications

- High school diploma or equivalent; associate or bachelor's degree preferred, or equivalent experience
- 1–3 years of administrative, office support, or customer service experience
- Excellent written and verbal communication skills, with a professional, warm, and empathetic phone and email presence
- Strong attention to detail and accuracy in data entry
- Proficiency with Microsoft Office or Google Workspace (email, documents, spreadsheets, calendars)
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Ability to handle sensitive and confidential information with discretion
- Self-starter who takes initiative, solves problems independently, and is comfortable learning new software and processes
- Commitment to our mission and to serving diverse communities with respect

Preferred Qualifications

- Experience in social services, or social work.
- Experience with Salesforce (including Nonprofit Success Pack) or a similar CRM or donor database. [Salesforce training provided.]
- Previous experience in a nonprofit setting
- Bilingual in English and Spanish, Hmong, or Somali

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Compensation and Benefits

The starting salary for this full-time exempt position is $42,000 annually. Benefits include paid time off and employer-paid health insurance premiums for employees.

How to Apply

Please submit a resume and brief cover letter explaining your interest in our mission to Erin Budin, Administration Director, at e.budin@rtmn.org by Monday, November 16, 2026. Applications are reviewed on a rolling basis.

If you need an accommodation to apply or interview, please contact Erin at the email above.

Rebuilding Together Minnesota is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law.