



## **District 279 Foundation (Osseo Area Schools)**

**Position Title:** Administrative and Event Coordinator, Part-Time

**Reports To:** Executive Committee of Board of Trustees. Receives work direction from Development Director.

**Effective Date for this Position:** TBD

### **Organization Summary:**

District 279 Foundation is a nonprofit 501(c)3 organization that seeks to support and enhance Osseo Area Schools dedication to all students by funding innovative projects and recognizing the achievements of students and staff at the annual Investment in Youth celebration. The Foundation's programs serve students in all or parts of Brooklyn Center, Brooklyn Park, Corcoran, Dayton, Maple Grove, Osseo, Plymouth and Rogers. Serving the fifth-largest school district in the state of Minnesota, District 279 Foundation believes there is a moral, social and economic imperative to support student success and equitable student achievement.

### **Job Purpose:**

Provide support and coordinate administrative and event planning aspects of District 279 Foundation to ensure programming that is high quality, productive and maximizes opportunities for contributions and resources.

### **Job Duties:**

Administrative Coordination (50%):

- Provide administrative support (reserve room, meeting notice, attendee tracking, room set up, minutes) for committees and Board of Trustees meetings.
- Coordinate the grant disbursement process, such as coordinating committee meetings, compiling application materials, preparing grant review packets, sending correspondence related to grant awards or declines, tracking report submissions, maintaining accurate data and files.
- Maintains office services by managing relationships with vendors, organizing office operations and procedures, controlling correspondence and filing materials in accordance with business record retention schedule.
- Proof marketing and communication materials and work with vendor to coordinate print and mailing projects.
- Execute bank deposits and mail checks.
- A team player committed to advancing the work of District 279 Foundation.
- Other duties as assigned

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*For over 30 years, District 279 Foundation, a nonprofit 501(c)3 organization, has been dedicated to supporting scholars in Osseo Area Schools. Serving the fifth-largest school district in the state of Minnesota, District 279 Foundation believes there is a moral, social and economic imperative to support scholar success and equitable achievement.*

District 279 Foundation | 11200 93<sup>rd</sup> Avenue North | Maple Grove, MN 55369  
PHONE: 763-391-7118 | EMAIL: [foundation@district279.org](mailto:foundation@district279.org) | WEB: [district279foundation.org](http://district279foundation.org)

**Event Coordination (50%):**

- Participate in planning and execution of special events, such as leading committee meetings, managing registration, coordinating logistical arrangements, working with vendors, securing/coordinating solicitation of donations and prizes, inventorying donations and prizes, communicating with constituents, tracking revenue and expenses.
- Manage the online platforms for event registration and mobile auction (OneCause/BidPal).

**Education/Experience:**

High school diploma required. Two to five years of administrative support or event planning experience preferred. Nonprofit experience a plus.

**Working conditions:**

Work schedule - 20 hours per week; 45 weeks per year. Exact timing is flexible. \$22-24/Hr.

This position includes occasional evening and weekend hours and an option to work remotely one day a week.

**Skills:**

- Strong organizational and time management skills required.
- Proficiency with Microsoft Office Suite and Google Docs.
- Strong database management skills.
- Experience with donor and event management software (Bloomerang and OneCause/BidPal).
- Excellent problem-solving skills. Ability to recognize problems, establish facts and draw valid conclusions required.
- Ability to manage events with volunteer committees.
- Systems-oriented and the ability to think proactively.
- Proficient communication in the English language, including verbal and written communication with both internal and external contacts required.
- Ability to work independently.
- Demonstrated ability to maintain positive relationships with stakeholders, including but not limited to the Board of Trustees, staff, committee members, volunteers, donors and clients.
- Consistently conveys a professional and positive image and attitude regarding the organization.

**How to Apply:**

Send résumé, cover letter and desired hourly pay rate to: [foundation@district279.org](mailto:foundation@district279.org) or District 279 Foundation, 11200 93<sup>rd</sup> Avenue North, Maple Grove, MN 55369.

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