

Position Description: Administrator/Analyst, Part Time

Touchstone Center for Collaborative Inquiry

Starting Date: August 17, 2009

Touchstone Center is a 5-year old Minneapolis-based evaluation consulting firm that works with immigration, community leadership, policy reform and similar issues in Minnesota and nationwide. Clients include, among others, the Four Freedoms Fund, National Immigration Forum, Denver Foundation, City of St. Paul, and the Blue Cross Blue Shield of Minnesota Foundation. We are looking for an Administrator/Analyst who is well-organized, flexible, and able to work both independently and collaboratively. The ideal candidate will be resourceful and motivated to work individually. This is a great position for someone interested in human systems and social justice who wants to grow with the position and the firm.

Desirable Qualifications:

College degree or some college education.

Experience with word processing, spreadsheets, presentations, email and office technology.

Communication and interpersonal skills. English fluency required; additional languages desired.

Experience or aptitude with routine bookkeeping and/or accounting

Experience or aptitude with website design and maintenance.

Experience working and interacting with people from diverse backgrounds.

Background or experience in areas such as social research, law, journalism, civic engagement, leadership development, and policy formation is helpful but not required.

Responsibilities:

Keep the office well-organized and operating smoothly.

Perform basic bookkeeping (checks, invoices, deposits, etc.). Touchstone uses QuickBooks accounting software.

Edit, proofread, format, produce and distribute documents and reports.

Transcribe meeting notes, flip chart notes, feedback forms and similar materials.

Enter survey data into spreadsheets for analysis. Create spreadsheet templates for data entry.

Conduct basic quantitative analyses. Prepare displays of data findings.

Make appointments, set up meetings, and greet office visitors.

Produce and assemble material for meetings and conferences.

Make arrangements with hotels, restaurants, caterers, and meeting facilities in other cities, and coordinate with local site liaisons.

Help coordinate the work of independent consultants who perform services for Touchstone.

Assist and support Touchstone's president with other duties as assigned.

This position has the potential to expand into work with research, interviews, field observations, reports, meeting and focus group facilitation, training, analysis, and data synthesis.

Location and Hours:

Touchstone's office is at Lake and Lyndale in South Minneapolis. This position averages 30 to 40 hours a week depending on the needs of the firm and the employee. Hours can be flexible as long as reasonable consistency is maintained. Salary depends upon qualifications and experience, with a minimum of \$14 per hour plus competitive benefits.

Interested? Send your resume, application and assessment forms to Elsa Scheie, Administrator,
by email to Touchstonecenter@gmail.com or by fax to 888-835-0824.

If you have questions you can contact Ms. Scheie at Touchstonecenter@gmail.com or at 612-825-9100.