

## Administrative Support Specialist

### Position Summary

Wilderness Health is seeking an organized and proactive Administrative Support Specialist to provide essential administrative, scheduling, and operational support to our hybrid team. This position also provides direct executive support to organizational leadership, including calendar management, meeting preparation, and handling confidential information with discretion. The role supports special projects, assists with grant-related activities, and contributes to internal and external communications, including content creation for social media. The ideal candidate is detail-oriented, tech-savvy, and comfortable coordinating work across a distributed team.

Due to our network support model and community outreach that requires regional travel, the successful candidate must be based regionally and reside in Northeastern Minnesota or Northwestern Wisconsin.

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### Key Responsibilities

#### Administrative & Team Support

- Provide general administrative support to a hybrid team, including scheduling, meeting coordination, and document preparation.
- Manage shared inboxes, distribute communications, and support internal information flow.
- Prepare agendas, meeting materials, minutes, and follow-up documentation.
- Maintain organized digital filing systems and support document management processes.
- Assist with logistics for virtual and in-person meetings, trainings, and partner convenings.
- Exhibit courteous, efficient and professional communication skills via telephone, direct messaging, mail and email, both internally and externally.

#### Executive Support

- Provide direct administrative support to the Executive Director and leadership team.
- Independently create well-organized, grammatically correct memos, letters, minutes, documents, and reports.

- Manage executive calendars, schedule meetings, and coordinate complex appointments.
- Prepare briefing materials, presentations, and correspondence on behalf of leadership.
- Support board-related activities, including meeting preparation and document coordination.
- Handle sensitive and confidential information with a high degree of professionalism and discretion.

### **Special Projects & Communications**

- Coordinate and support special projects across the organization, including research, planning, and documentation.
- Create, edit, and disseminate information for internal and external audiences.
- Draft and format materials such as newsletters, announcements, and partner communications.
- Support the creation of content for Wilderness Health's social media channels, ensuring alignment with organizational messaging and brand.

### **Financial & Invoice Support**

- Post invoices and assist with basic accounts payable processes.
- Track expenses and support financial documentation workflows.
- Collaborate with finance staff to ensure timely and accurate processing.

### **Grant Management Support**

- Assist with grant documentation, tracking deadlines, and organizing required materials.
- Support data entry, file management, and preparation of grant reports.
- Coordinate communication and scheduling related to grant activities.
- Help maintain compliance documentation and internal grant records.

### **Miscellaneous**

- Regular and timely attendance to perform duties.
  - Performance of other duties as assigned.
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## Required Qualifications

- High school diploma **plus at least 3 years of demonstrated administrative experience.**
  - Proficiency with **Microsoft Office**, including:
    - Outlook (calendar and email management)
    - Word (document creation and formatting)
    - Excel (spreadsheets, tracking, data entry)
    - PowerPoint (slide development and formatting)
  - Strong organizational skills with the ability to manage multiple tasks and deadlines.
  - Excellent written and verbal communication skills.
  - Ability to work independently and collaboratively in a hybrid environment.
  - High attention to detail and commitment to accuracy.
  - Ability to handle confidential information with discretion and sound judgment.
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## Preferred Qualifications

- **Two or more years of post-secondary education and experience** in a related field.
  - Previous experience providing accounting or financial support (e.g., invoice processing, expense tracking).
  - Experience with **SharePoint** or other cloud-based document management systems.
  - Prior experience supporting grant administration, reporting, or compliance.
  - Familiarity with nonprofit or healthcare environments.
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## Work Environment

- Hybrid work environment with virtual collaboration and periodic in-person meetings.
  - Requires comfort with digital tools, remote communication, and managing tasks across distributed teams.
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## **Compensation and Benefits**

**Wage Range:** \$21-\$27/hour

### **Benefits:**

- Medical and Dental Health Insurance
- Retirement Plan: 401K with company match
- Life Insurance, Short-Term and Long-Term Disability
- Paid Holidays
- PTO

### **To Apply:**

Please complete the Wilderness Health [Job Application form](#) online at [this link](#) and submit a resume and cover letter to [careers@wildernesshealthmn.org](mailto:careers@wildernesshealthmn.org) with the subject line titled, Administrative Support Specialist. Application Deadline is Friday, April 24, 2026. For questions, please email [careers@wildernesshealthmn.org](mailto:careers@wildernesshealthmn.org).