

SAVE – Suicide Awareness Voices of Education

7900 Xerxes Ave S., Suite 1350

Bloomington, MN 55431

JOB TITLE: Executive Administrative and Program Associate

JOB STATUS: Full Time

LOCATION: 7900 Xerxes Ave S, Ste 1350, Bloomington, MN 55431; in office 4 days/week

REPORTS TO: CEO/Business Manager

SCHEDULE: M-F (Some evenings and weekends for events)

ABOUT SAVE:

Suicide Awareness Voices of Education (SAVE) is a national nonprofit dedicated to preventing suicide through public awareness, education, outreach, and support for those affected by suicide loss. We work with communities, partners, and leaders across the country to advance evidence-based prevention strategies and promote hope and healing.

SCOPE OF POSITION:

The Program & Administrative Associate will provide essential administrative and programmatic support to the CEO and SAVE's program operations. This vital role will manage the CEO's calendar, coordinate key administrative functions, and support SAVE's resource distribution efforts. Over time, the position will also take on leadership in developing and coordinating an office volunteer team to assist with resource fulfillment, event preparation, and tabling activities.

The ideal candidate is a highly organized, detail-oriented self-starter who thrives in a fast-paced, mission-driven environment.

Primary Responsibilities

1. Administrative Support

- Manage and maintain the CEO's calendar, including scheduling meetings, coordinating travel logistics, and prioritizing incoming requests.
- Provide day-to-day administrative support to the CEO and leadership team as assigned.
- Assist with document preparation, correspondence, and follow-up communications.

2. Program Support

- Review and triage incoming community requests for SAVE programs and resources, including gun locks and grief and education resources.
- Coordinate the packaging and shipping of resource fulfillment requests in a timely and accurate manner.
- Maintain accurate tracking systems for program materials and community engagement in Asana.

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3. Volunteer & Event Coordination (Growing Responsibility)

- Build and coordinate a volunteer team to support resource fulfillment, event preparation, and tabling activities.
- Organize volunteer schedules, assignments, and training as the program expands.
- Support SAVE's presence at community events, conferences, and outreach activities.

EDUCATION AND EXPERIENCE:

- 3+ years of relevant administrative, program, or operations experience (nonprofit experience preferred).
- Strong organizational and time management skills, with the ability to manage multiple priorities simultaneously.
- High attention to detail and follow-through.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team in a dynamic, fast-paced environment.
- Proficiency with Microsoft Office Suite, Google Workspace, and scheduling platforms.
- Comfort and sensitivity working with topics related to suicide prevention, mental health, and suicide loss support.

PREFERRED SKILLS:

- Demonstrated ability to develop and improve processes.
- Experience working or volunteering in a nonprofit or community-based organization.
- Experience coordinating volunteers or events.
- Familiarity with CRM systems or project management tools (Experience with Asana is a plus).

COMPENSATION/BENEFITS:

Salary range: \$65,000-75,000 based qualifications and experience.

We offer competitive compensation and benefits packages for this position. If you are a dedicated professional with a passion for community impact, we encourage you to apply and join our dynamic team.

Note: This job description is intended to convey essential job functions and responsibilities and is not an exhaustive list of qualifications, skills, and abilities required. SAVE reserves the right to revise the job description as needed to comply with actual job requirements.

INSTRUCTIONS:

Send cover letter and resume to SAVE Business Manager, Margaret, at mfondell@save.org.