



Global Minnesota®

Connect. Inform. Engage.

Behind the Scenes Volunteer

About Global Minnesota: Global Minnesota is the state's premier nonprofit organization for advancing international understanding and engagement. With over 450 activities each year, volunteer support is critical to helping our small staff drive this mission forward as we look to reach tens of thousands of people in the coming year. From World Affairs Events and Professional Exchanges to K-12 Education and grassroots Discussion Groups, there are numerous ways to lend your time and skills to support Global Minnesota.

Title: Behind the Scenes Volunteer

Team: Fundraising & Administration

Location: Global Minnesota Office

Purpose: Our global community includes over 2,000 members who support Global Minnesota's mission and programs. Our team develops touchpoints throughout the year to connect with members and other constituents to keep them engaged and informed about upcoming opportunities, acknowledge their generosity, and foster a culture that connects Minnesotans with the world.

Key Responsibilities: Our team needs additional hands to help with in-office administrative tasks. Tasks can be adjusted to address volunteer's preferences.

- Assist with preparing mailings
- Inventory office supplies
- Affix postage and deliver to nearby post office
- Conduct warm-lead phone calls using a call list and script, if comfortable
- Accurately document responses and any relevant feedback from calls, to include follow-up needs
- Other tasks as needed

Skills & Qualifications:

- Attention to detail and organizational skills
- If making calls, comfortable using the office phone and good verbal communication skills
- Ability to commute to the Global Minnesota office

Additional Considerations: While performing the duties of this role, volunteers may be stationary for long periods of time and conduct multiple, repetitive hand motions to complete tasks.

Time Commitment: Flexible, approximately 2-3 hours per month

Age Requirement: 18+

Dress Code: Casual

Support Provided: Any needed training or scripts will be provided. All volunteers will be asked to read, sign, and comply with the organization's values, policies, and procedures.

Benefits: Volunteers will contribute directly to Global Minnesota's ability to connect with the community and fulfill our mission of advancing international understanding and engagement. They will meet staff, Global Minnesota members, and other volunteers in a fun and welcoming environment while increasing global knowledge, all for a great cause.

More about Global Minnesota: www.globalminnesota.org.