

JOB TITLE:	#1164 Program Associate, Volunteer Services
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$19.01 hourly minimum
STATUS & HOURS:	Part-time, regular (1,040 annual hours) position
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Volunteer Programs Manager
POSTING DATE:	November 13, 2014
DEADLINE DATE:	Application materials must be received by December 1, 2014.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Volunteer Services to assist in managing and coordinating the special events volunteer program. The Program Associate, Volunteer Services is responsible for developing volunteer opportunities, placing and training volunteer staff, evaluating volunteer performance and providing program recordkeeping and administrative support.

RESPONSIBILITIES: 1) develop, organize and coordinate the volunteer group for special events; 2) support MNHS staff in working effectively with volunteers; 3) provide leadership for implementation of volunteer recognition events and coordinate volunteer tracking; and 4) coordinate student scholarship program.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in human resources, social services, education, history, museum or ethnic studies plus three years program experience or equivalent OR an advanced degree plus two years program experience or equivalent.
- Working knowledge of Office Suite.
- Strong computer skills including making tables, mail lists and performing mail merges, sending documents and setting-up and organizing files.
- Knowledge of the principles and practices of volunteer and personnel management as related to screening, recruitment, selection, placement, training, supervision, evaluation and recordkeeping of staff and volunteers.
- Demonstrated ability to manage large groups of volunteers for events.
- Strong interpersonal and written and verbal communication skills.
- Demonstrated ability for detail.
- Demonstrated ability to be organized.
- Demonstrated ability to learn new technology and experience working with a variety of software programs; able to update web sites, effectively use Facebook , learn Drupal, use Google and work with social media platforms.

DESIRABLE QUALIFICATIONS:

- Experience working with Volgistics.
- Demonstrated ability to recruit volunteers from communities of color.
- Demonstrated experience planning events.
- Experience with volunteer/staff scheduling.
- Demonstrated experience working with staff who select, train and work with volunteers.
- Knowledge and basic principles of organization, marketing, public relations of volunteer program.
- Strong skills and abilities to direct the work of volunteers and resolve conflict within program area.
- Ability to work with staff in creating an enthusiastic attitude when they work with volunteers.
- Ability to organize groups and maintain effective working relationships with a wide variety of people.
- Must have a commitment to the field of volunteerism and the mission of MNHS.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position.

Applicants who are offered employment will be subject to passing a background check as a condition of employment.

Applications will be acknowledged

- No phone calls please -

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