

JOB TITLE:	#1184 School & Youth Programs Facilitator
OPEN TO:	This job is open to all applicants.
LOCATION:	Mill City Museum
SALARY:	\$2,456.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	58L Service
HIRING MANAGER:	Visitor Services Manager II
POSTING DATE:	January 29, 2015
DEADLINE DATE:	Application materials must be received by February 12, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Visitor Services Assistant II to greet and check in education program participants, present program orientations, and provide clerical support for Museum Programs operations, to help market school programs, and assist in the development of school and youth programs.

RESPONSIBILITIES: 1) perform reception duties in a friendly and courteous manner; 2) perform clerical duties in an accurate and timely fashion; 3) supervise school and youth program volunteers; 4) assist with the development and evaluation of school and youth programs; and 5) assist with marketing school and youth programs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Ability to work with youth in a positive, friendly manner.
- Organizational skills and detail-orientation.
- Strong language skills, oral and written, in communicating with teachers, youth, chaperones, the general public, and MNHS staff.
- Strong computer skills including the ability to learn basic computer applications related to group and program scheduling.
- Strong customer service skills.
- Math skills sufficient to reconcile daily receipts.
- Flexibility to adapt to changing schedules, priorities and unpredictable events.
- Thorough knowledge of general office procedures and equipment.
- Working knowledge of basic office software including experience with word processing and spreadsheet applications.

DESIRABLE QUALIFICATIONS:

- Post high school secretarial or related training, or at least one year working in an office environment.
- Experience working in an educational or cultural institutional setting.
- Experience working with group and program scheduling software of some other database application.
- Experience working with volunteers.
- General Knowledge of Minnesota history.

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
--	--	--

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. EEO

Applications will be acknowledged - No phone calls please -