

JOB TITLE:	#1185 Program Associate, Public Policy
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,308.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Director, Public Policy & Community Relations
POSTING DATE:	April 9, 2015
DEADLINE DATE:	Application materials must be received by April 23, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Public Policy to support the work of the Director, Public Policy & Community Relations with the Legislature, Executive Branch agencies, and Congressional activities and in the Society's work with the Arts and Cultural Heritage Fund (ACHF).

RESPONSIBILITIES: 1) under the direction of the Director, Public Policy & Community Relations, and in coordination with Senior MNHS officials, assist with government relations efforts, particularly legislative relations, and in coordinating MNHS interest at the State Capitol and assist constituent groups who use MNHS programs and services with legislative relations efforts; 2) under the direction of the Director, Public Policy & Community Relations, assist in collaborating with other jurisdictions and organizations that share the Society's goals and mission to build broad-based coalitions for mutually-beneficial policies; 3) assist with coordinating the statutory requirements as they relate to the Arts and Cultural Heritage Fund (ACHF) with the Director, Public Policy & Community Relations and the appropriate Deputy Director; 4) assist with organization of MNHS outreach efforts, including History Matters Day at the Capitol; and, 5) assist with the coordination of federal relations, particularly Congressional relations, including correspondence and meeting arrangements.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in history, political science, government or related field plus three years experience working in the legislative area or political affairs or equivalent OR an advanced degree plus two years legislative or political affairs work experience or equivalent.
- Strong organizational skills to facilitate legislative relations and grassroots efforts.
- General knowledge of governmental operations and the processes of the state legislature and state, local and federal government.
- Demonstrated skills in writing and oral communication. Strong writing skills are essential.

DESIRABLE QUALIFICATIONS:

- Ability to understand political trends and potential policy issues for the Society.
- Knowledge of Minnesota history and the Society.

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. EEO

Applications will be acknowledged

- No phone calls please -