

JOB TITLE:	#1199 Program Administrative Assistant I
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$2,720.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	63L Clerical
HIRING MANAGER:	Senior Program Manager, Major Gifts
POSTING DATE:	March 19, 2015
DEADLINE DATE:	Application materials must be received by April 2, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Administrative Assistant I to provide administrative and clerical support for the Society's fundraising effort as it relates to major and planned gifts.

RESPONSIBILITIES: 1) support the Major Gift Officer team and Chief Development Officer through general administrative tasks; 2) support the manager of the Major Gift Officer team; 3) assist in planning, coordination and implementation of meetings, tours and events involving the Major Gift Officer team; and 4) provide Stewardship Support.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent plus at least two years of related administrative assistant experience in a related office setting or equivalent.
- Strong typing and word processing skills
- Proven grammatical skills, attention to detail, accuracy and excellent proofreading skills to ensure documents are error free.
- Ability to manage multiple assignments simultaneously and to maintain a professional and neat work environment.
- Ability to communicate clearly and to handle confidential information discreetly and appropriately.
- Ability to work independently.
- Good problem solving and organizational skills.
- Strong personal computer skills including intermediate or higher skill with Microsoft Office software or Google Documents.

DESIRABLE QUALIFICATIONS:

- Knowledge of Raiser's Edge or other CRM or Development software.

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 -