

JOB TITLE:	#1220 Executive Administrative Assistant
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St Paul, MN 55102-1906
SALARY:	\$2,858.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	65L Clerical
HIRING MANAGER:	Assistant to the Director for Governance & Planning
POSTING DATE:	August 14, 2015
DEADLINE DATE:	Application materials must be received by August 28, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Executive Administrative Assistant to support the Director's Office work with the governing board, to prepare written materials and provide administrative support for the Management Council, Chief Financial Officer and Deputy Director of Programs.

RESPONSIBILITIES: 1) provide ongoing administrative support to the Chief Financial Officer & Deputy Director of Programs; 2) plan, coordinate and provide staff support for Audit, Finance, Investments, and Programs Committees; 3) maintain updated board contact information, minutes, etc.; 4) provide support for the Management Council, Staff Engagement Committee, and Strategic Plan activities; 5) provide administrative and clerical support to the Finance Department staff; and 6) provide support for Director's Office.

MINIMUM QUALIFICATIONS:

- Vocational degree in business administration or related field and five years' experience in an administrative assistant role with at least two years' experience supporting an Executive Level officer, or a combination of equivalent experience and training. Experience in a non-profit setting is preferred.
- Ability to answer public inquiries and refer questions to appropriate resources within the institution.
- Strong writing, editing, and verbal communications skills.
- Knowledge of public administrative principles and policies.
- Ability to conduct research.
- Ability to handle confidential and sensitive information.
- Ability to work well with a variety of people.
- Ability to solve complex problems and handle a variety of diverse assignments simultaneously.
- Ability to cultivate relationships and work effectively with staff, board members, donors and volunteers.
- Ability to anticipate issues, connect and remember details.
- Ability to meet deadlines and coordinate work with others.
- Proficiency with IBM-compatible personal computers, FileMaker Pro, Microsoft Office Suite and Google Applications.

DESIRABLE QUALIFICATIONS:

- Professional experience in governing board relations work in a nonprofit, institution or related environment.
- Knowledge of executive board governance processes, as well as familiarity with bylaws, meeting minutes and record keeping.
- Knowledge of the Minnesota Historical Society, its divisions and departments, its operations, and personnel procedures.

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 -