

JOB TITLE:	#1229 Program Administrative Assistant I
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$2,802.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	63L Clerical
HIRING MANAGER:	Senior Program Manager, Development Operations & Annual Giving
POSTING DATE:	October 1, 2015
DEADLINE DATE:	Application materials must be received by October 15, 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 support to the Development Office particularly in the area of development operations, for the purpose of strengthening donor relations and assisting the achievement of the department's financial and relational goals.

RESPONSIBILITIES: 1) produce donor and member correspondence, including but not limited to: solicitation, acknowledgement/gift receipts, pledge reminders, and quarterly annuity payout correspondence; 2) provide administrative support for Development and Membership events; 3) serve as a member of Development Operations work team; and 4) perform general administrative tasks.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent plus at least two years of advanced business or technical school training.
- Strong word processing skills, including computer ability with standard office tools (word processing, spreadsheets, presentation software).
- Strong data processing skills, including ability with multi-relational CRM data base systems.
- Proven grammatical skills, attention to detail, accuracy and strong proofreading skills to ensure that documents are error-free.
- Demonstrated ability to manage multiple assignments simultaneously and to maintain a professional and neat work environment.
- Demonstrated ability to communicate clearly and to handle confidential information discreetly and appropriately.

DESIRABLE QUALIFICATIONS:

- Thorough knowledge of general office procedures.
- Strong personal computer skills including intermediate or higher skill level with Microsoft Office software and multi-relational CRM data bases.
- Strong ability to work within an electronic, data driven environment.
- Demonstrated ability to work as a member of a team while independently carrying out institutional objectives.
- Strong organizational skills and attention to detail.

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 -