

<b>JOB TITLE:</b>	#1243 Program Associate, Internship Program
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
<b>SALARY:</b>	\$3,407.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, project (2,088 annual hours) position working through June 30, 2017. Renewal dependent upon funding and program need.
<b>CLASSIFICATION:</b>	08L Professional
<b>HIRING MANAGER:</b>	Volunteer Programs Manager
<b>POSTING DATE:</b>	November 19, 2015
<b>DEADLINE DATE:</b>	Application materials must be received by December 11, 2015.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Internship Program to develop and administer a coordinated high school and college internship program across the MNHS organization, including 26 historic sites and museums located throughout Minnesota. Through the program high school and college students gain professional work experience in a public history, nonprofit work environment. A special focus of the position is the recruitment of students from communities of color that are traditionally underrepresented in public history professions.

**RESPONSIBILITIES:** 1) administer a centralized college and high school internship program that annually places approximately 40-60 high school interns and 110 college interns and includes intern recruitment, placement, training, recognition, and recordkeeping along with program development, promotion, evaluation and analysis; 2) develop, conduct and evaluate seminars for new intern orientation and to meet internship program needs. Guide interns to create learning plans that facilitate student learning and development; 3) develop internship opportunities and provide training, coaching and support to approximately 100 MNHS staff to build their capacity to effectively work with student interns.; 4) work with HR and Finance to ensure proper procedures are being carried out for regulatory compliance and consistency with MNHS policies and practices; and 5) work closely with Inclusion & Community Engagement (DICE) to meet MNHS strategic priorities; provide centralized administration and payroll process for Teen Advisory Council and Fellows Programs.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in museum studies, history, education, volunteer management or related field plus three years related program experience OR an advanced degree plus two years program experience or equivalent.
- At least two years related program experience with high school or college students or working with staff that works with volunteers and/or interns.
- One year experience working with diverse communities.
- Strong knowledge of basic principles and practices of volunteer and personnel management as related to screening, recruitment, selection, placement, training, supervision, evaluation and recordkeeping of staff, volunteers and/or interns.
- Strong interpersonal skills and ability to write clearly and accurately.
- Strong computer knowledge sufficient to operate Microsoft Office software, i.e. Word, Excel, and Google applications.
- Demonstrated ability to learn new software independently.
- Experience working with payroll and budget processes.
- Strong organizational skills.
- Experience working with social networking media, i.e. Facebook, Twitter, blogs, the web and drupal.

**DESIRABLE QUALIFICATIONS:**

- Experience planning, implementing and evaluating programs.
- Experience administering volunteer or intern program.
- Experience working with payroll systems and I-9 compliance requirements.
- Experience placing volunteers and/or interns from diverse communities in successful placements.
- Ability to foster cooperation among a variety of people when working toward an institutional goal.
- Ability to coach staff to resolve conflict within program areas.
- Experience conducting effective educational programs or training to high school and/or college students.
- Experience working within a museum or cultural organization.
- General understanding of the Historical Society and its programs, and enthusiasm for its mission.
- Experience developing policies and procedures.
- Experience working with Volgistics or like database.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://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:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 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 -**