

JOB TITLE:	#1248 Administrative Assistant
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$2,943.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	65L Clerical
HIRING MANAGER:	Chief Development Officer
POSTING DATE:	January 7, 2016
DEADLINE DATE:	Application materials must be received by January 29, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Administrative Secretary (Assistant) to provide administrative and budget support for the Chief Development Officer and to provide support for Development department activities.

RESPONSIBILITIES: 1) provide budget support for the Development Office by processing all purchase requests utilizing organization's accounting system; 2) provide support for the Development Committee of the Executive Council and the Cornerstone Campaign Cabinet; 3) manage the Chief Development Officer's schedule and calendar; 4) provide administrative and clerical support for the Chief Development Officer and the Director & CEO (through the Chief Development Officer) for their work with major donors; 5) handle Chief Development Officer's incoming and outgoing communications; and 6) provide administrative and clerical support to the Development Office staff.

MINIMUM QUALIFICATIONS:

- Post-high school secretarial, office assistant or related training plus three years of administrative assistant experience in an office setting or equivalent.
- Proven grammatical skills, attention to detail, accuracy and excellent proofreading skills to ensure 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.
- Ability to work independently.
- Strong problem solving and organizational skills.
- Thorough knowledge of general office procedures.
- Intermediate or higher skills with Microsoft Office, Google docs, accounting and calendaring software. Strong typing and ability to use a computer to its fullest potential.
- Demonstrated ability to work successfully with diverse groups of people.
- Demonstrated ability to work on a team and lead others toward a common goal.

DESIRABLE QUALIFICATIONS:

- Previous experience providing support at the executive level.
- Thorough knowledge of MNHS programs and policies.
- Knowledge of fundraising software, such as Raiser's Edge or Tessitura.

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 -