

JOB TITLE:	#1253 Program Assistant, Volunteers & Interns
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$17.76 hourly minimum
STATUS & HOURS:	Full-time (1,560) annual hours position. (This position is a combination of regular (1,040) annual hours and project (520) annual hours. The end date for the project hours is June 30, 2017 with renewal dependent upon funding and program need.)
CLASSIFICATION:	05L Professional
HIRING MANAGER:	Volunteer Programs Manager
POSTING DATE:	January 22, 2016
DEADLINE DATE:	Application materials must be received by February 12, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Assistant, Volunteers & Interns to assist in implementing and coordinating the special events volunteer program, provide support to the intern program and work on specialized volunteer projects. The Program Assistant, Volunteers & Interns is responsible for developing volunteer opportunities, placing and training volunteer staff and evaluating volunteer performance. The Program Assistant, Volunteers & Interns also provides program recordkeeping, administrative support and other program assistance for the volunteer and intern programs.

RESPONSIBILITIES: 1) provide professional support and assistance for recruiting, organizing and coordinating a group of 100+ volunteers to provide customer service and events assistance for more than 340 events and 1,200 shifts to meet special events needs across MNHS; 2) track information, maintain data, prepare paperwork, create reports and provide other professional support for the intern program; 3) develop and implement volunteer recognition events and coordinate volunteer tracking; 4) provide professional support for the student scholarship program; and 5) support MNHS staff in working effectively with volunteers.

MINIMUM QUALIFICATIONS:

- High school diploma plus two years program experience or formalized training in human resources, social services, education, history museum or ethnic studies or equivalent OR bachelor's degree plus one year program experience or equivalent.
- Knowledge of the principles and practices of volunteer and personnel management as related to screening, recruitment, selection, placement, training, scheduling, supervision, evaluation and recordkeeping of staff and volunteers.
- Strong interpersonal and written and verbal communication skills.
- Demonstrated ability for detail.
- Demonstrated ability to be organized.
- Demonstrated ability to manage time.
- Demonstrated ability to learn new technology.
- Working knowledge of Office Suite.
- Strong computer skills including making tables, mail lists and performing mail merges, sending documents and setting-up and organizing files.
- Experience working with a variety of software programs; able to update web sites, effectively use Facebook , Drupal, use Google and work with social media platforms.
- Demonstrated ability to be flexible and to switch between multiple tasks.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree in human resources, social services, education, history, museum or ethnic studies.
- Experience working with Volgistics.
- Demonstrated ability to manage large groups of volunteers for events.
- Demonstrated ability to recruit volunteers from communities of color.

- Demonstrated experience planning events.
- Experience with volunteer/staff scheduling.
- Experience working with high school, college students and retired volunteers.
- Demonstrated experience working with staff who select, train and work with volunteers.
- Knowledge and basic principles of organization, marketing, public relations of volunteer program.
- Strong skills and abilities to direct the work of volunteers and resolve conflict within program area.
- Ability to work with staff in creating an enthusiastic attitude when they work with volunteers.
- Ability to organize groups and maintain effective working relationships with a wide variety of people.
- Commitment to the field of volunteerism and the mission of MNHS.
- Desire to work in a museum or cultural organization.
- General understanding of the Minnesota Historical society and its programs, and enthusiasm for its mission.

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.
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Applications will be acknowledged
- No phone calls please -