

<b>JOB TITLE:</b>	#1266 Program Associate, Cornerstone Academy Coordinator
<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>	\$19.58 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (520 annual hours) position working through June 30, 2017. Renewal dependent upon funding and program need.
<b>CLASSIFICATION:</b>	08L Professional
<b>HIRING MANAGER:</b>	Manager of Outreach Services
<b>POSTING DATE:</b>	February 11, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by February 26, 2016.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Program Associate, Cornerstone Academy Coordinator to facilitate a partnership with the Preservation Alliance of Minnesota and provide innovative trainings, tours, workshops, and continuing education on heritage preservation.

**RESPONSIBILITIES:** 1) manage the Cornerstone Academy partnership with the Preservation Alliance of Minnesota, funded by the Arts and Cultural Heritage Fund.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in education, museum studies/education, hospitality, or closely related field plus three years program experience or equivalent OR an advanced degree plus two years program experience or equivalent.
- Professional experience with continuing education, especially for the licensed professions.
- Demonstrated ability to organize and prioritize projects according to deadlines; complete complex projects independently; and work under time constraints.
- Strong computer skills; speed and accuracy in using word processing, database, web applications, and spreadsheet programs.
- Practical application of business correspondence practices, record-keeping capabilities, and basic bookkeeping procedures.
- Strong customer service experience, with solid communication skills (written, verbal, and presentation).
- Demonstrated ability to communicate and collaborate across diverse disciplines, backgrounds, education, and interests.
- Valid driver's license and willingness to travel, including prolonged overnight in-state trips, and ability to work evenings and occasionally weekends.

**DESIRABLE QUALIFICATIONS:**

- Master's degree in education, museum studies/education, hospitality, or closely related field.
- Licensed Minnesota educator or certified trainer (from any accrediting body), plus meets the Secretary of the Interior's Professional Qualifications for History.
- One to three years experience working in or volunteering with a history organization with demonstrated ability to work independently and successfully with people in completing projects requiring adherence to specific, detailed, and technical guidelines.
- One to three years experience with continuing education or hospitality, especially for licensed professions.
- The ability to conceptualize training programs and strategies to achieve goals.

**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 -**