

JOB TITLE:	#1285 Program Associate, Sustainability
OPEN TO:	This job is open only to current employees of the Minnesota Historical Society.
LOCATION:	History Center, 345 Kellogg Boulevard West, St Paul, MN 55102-1906
SALARY:	\$3,407.00 monthly minimum
STATUS & HOURS:	Full-time, project (2,088 annual hours) position working through June 30, 2017. Renewal dependent upon funding and program needs.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Capital Projects & Sustainability Manager
POSTING DATE:	April 28, 2016
DEADLINE DATE:	Application materials must be received by May 5, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for Program Associate, Sustainability to provide professional support and analysis for institutional sustainability initiatives at MNHS. The incumbent will work closely with Facilities & Risk Management and Historic Sites & Museums staff to audit existing and develop and maintain new methods for assessing and reporting sustainability performance and managing sustainability costs.

RESPONSIBILITIES: 1) facilitate and advance Institutional Sustainability for all MNHS properties through data collection and analysis; 2) create an accessible entry and reporting system for sustainability data; 3) manage projects related to institutional sustainability in overall institutional operations, capital projects, preservation and communications; 4) practice sustainable data management in all areas of work; and 5) provide professional administrative and peer support, and communications, for Facilities & Risk Management.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Mathematics, Computer Science, or Statistics plus three years of progressive experience in a related environment or equivalent OR an advanced degree plus two years program experience or equivalent.
- Proficient in multiple programming languages and paradigms, version control, database design and development, client/server application development and data munging.
- Demonstrated proficiency in Applied Mathematics and Statistics, with the ability to develop mathematical models and implement them in software.
- Knowledge and skills needed to produce reproducible research.
- Ability to design around and integrate data from existing, possibly disparate, systems and initiatives.
- Strong proficiency with the Google Apps and APIs, including Drive and Sites.
- Ability to work with and incorporate open-source technologies.
- Understanding of common pitfalls associated with the use of data, metrics, math, and probability for policy creation and evaluation.
- Strong organizational ability.
- Ability to work independently and successfully with people when implementing programs with specific standards.
- Well-developed customer services skills sufficient to establish and maintain positive, effective working relationships.
- Demonstrated excellent writing skills and the ability to communicate clearly and accurately, both orally and in writing.
- Ability to recognize and respect confidential information.
- Ability to plan and implement training programs.
- Strong record keeping skills sufficient to maintain thorough and accurate records.
- Ability to prioritize projects according to deadlines and work under time constraints.

DESIRABLE QUALIFICATIONS:

- Experience working with MNHS policies, procedures and practices.
- Proficiency in R and familiarity with the data.table, and ggplot2 libraries.
- Proficiency in Python and familiarity with numerical/scientific libraries.
- Proficiency in a functional programming language like Scheme, Clojure, or Haskell.
- Knowledge of non-relational database systems (e.g., graph databases).
- Scientific research experience involving the use of Applied Mathematics and Statistics.
- Basic understanding of Control Systems theory and application.
- Basic understanding of Category Theory and Functorial information-system design/modeling.
- Ability to utilize constraint-based/algorithmic project management tools.

TO APPLY: Submit a letter of interest and resume via email to humanresources@mnhs.org or #1285 Program Associate, Sustainability position, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906. Application materials must be received by the application deadline date in order to be considered. EEO

**Applications will be acknowledged
- No phone calls please -**