

MGEC Administrative Assistant Position

MGEC Organizational Background

The Minnesota Government Engineers Council (MGEC) is a thousand-member union of state engineers, land surveyor's and technical engineering specialists. MGEC has two staff positions, that of Executive Director and this position. These staff work closely with members of its Executive Board, the membership and with other unions. MGEC provides contract negotiation, contract enforcement, union representation, union promotion, continuing education, and networking opportunities for members.

MGEC is hiring an Administrative Assistant professional who has strong skills at self-organizing, taking work task initiative, willingness to research answers, goal setting, and an openness to perform a broad range of tasks. This position requires someone who is comfortable working with individuals and groups of people directly. Success in this position is measured by satisfaction of the union membership, satisfaction by the Executive Board and overall success and longevity of MGEC.

Qualifications:

Demonstrated abilities/experience to independently, organize, prioritize, and follow through while completing multiple concurrent tasks.

Demonstrated experience with Microsoft Office Applications (Word, Access, PowerPoint, Excel, and OneNote).

Ability to design, create, publish, and archive website using Word Press.

Demonstrated experience of learning different software and data base systems.

Experience performing accounting functions with Intuit QuickBooks, cloud-based program such as Google Docs, and Google Calendar.

Experience writing, grammar, punctuation, and editing skills.

Works well with individuals and small groups.

Demonstrated ability to communicate in person, by text, e-mail, Skype, website and through web communication and social media.

Preferred experience in property management.

Responsibilities:

(40%) Manage membership by maintaining and updating organization database (Microsoft Access) of member information, communicating with potential and existing members, coordinating activities with organization membership representatives.

(15%) Implement financial record keeping, bill payment, deposit income, invoicing, payroll and payroll taxes. Prepare and track annual budget.

(15%) Communicate with members and other organizations by responding to questions about MGEC services, activities and events using phone, internet, meeting participation, and internet-based communication programs; provide regular updates or summaries via website or social media.

(10%) Design, create, publish, and archive website using Word Press.

(10%) Manage and facilitate many short-term special projects and events for the membership.

(10%) Manage building including leasing office space, invoicing and working with tenants, coordinating maintenance and repairs, light office cleaning, and managing building needs such as insurance, supplies, and security system.

Job Specifics:

Work Location: 5874 Blackshire Path, Inver Grove Heights, MN 55076

Work Times: Forty hours a week, Monday – Friday, mostly business hours with occasional meetings at night. Some flexibility of schedule offered and required.

Compensation: \$17 - \$25 per hour; insurance options include: health, dental, disability, life; sick, holiday, vacation leave; may participate in state pension plan and optional participation in a Simple IRA.

Application Process:

Interested persons should respond to this posting by e-mail to Dana.Wheeler@mgec.org with a resume and cover letter. We are looking to fill this position as soon as possible.