



Job Title:	Admin	Job Category:	Management
Location:	MN	Travel Required:	Up to 10%
Level/Salary Range:	Non-profit with incentives	Position Type:	Job shared
HR Contact:	President	Date Posted:	11/1/2019
Will Train Applicant(s):	Yes-work with board team	Posting Expires:	Until Filled

Applications Accepted By:

EMAIL:

MNSEI.INC@GMAIL.COM

Subject Line: ADMIN Position

We are looking for an energetic, passionate and organized individual who assist our board team and help with facilitating the front and back door operations of our organization.

Job Description

ROLE AND RESPONSIBILITIES

- Assist and address all inquiries that come through the email system
- Direct all members and representatives in the right direction with their questions and concerns
- Set up calendar appointments for meetings on any inquiries (meeting with vendors, board reviews, etc)
- Take initiative to learn about board member’s duties to help assist as backup if another board member is not available
- Draft up reports and track inventory
- Document and report any interested vendors or request for certain vendors by members/ reps/potential members and set up meeting for President to follow up
- Update the Vendor list and keep track of contact details
- Assist the President with contract details (President will instruct)
- Assist with VP marketing campaigns
- Assist with Annual and functional events and meetings (board regulated social events, etc)
- Check emails, answer or delegate them accordingly and file them
- Assist members with direction on discounts and where to locate selected offers
- Research vendors and discounts for potential partnership (report to President)
- Assist representatives who need assistance with miscellaneous tasks such as: finding new replacements, finding nearest reps for similar questions, helping them with their website technical issues, etc
- Assist with website technical issues and inquires (setting up support tickets, figuring out how to resolve issues, make suggestions for enhancement of engagement or use, etc)
- Make sure that all registration is approved (according to the regulations) and that welcome emails have been sent
- Make sure that password reset and shopping function is working
- Set up reports and issue any graphical marketing content with VP

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Attentive and quick to answer all communication methods within timely fashion
- Critical thinking
- Integrity and good ethical behavior



- Aptitude for organization
- Creativity
- Clear communication with respect for diversity and inclusion
- Basic accounting skills
- Willingness to take initiative for the best interest of the organization
- Familiar with graphic design and basic computer skills

PREFERRED SKILLS

- Familiar with Word Press or any graphic design programs (Adobe Photoshop, illustrator, etc)
- Advanced skills with computer programs (Microsoft Suite/Word/Excell/Powerpoint/Access/ETC)

BOARD TEAM INCENTIVES

- ❖ **FREE MEMBERSHIP AND ACCESS TO EXCLUSIVE DISCOUNTS OF SEI**
- ❖ **ONE FREE TICKET TO ANY MOVIE THEATRE OF THEIR CHOICE PER MONTH (AFTER 30 DAYS ON BOARD)**
- ❖ **ONE DMC CARD OF THEIR REGIONAL CHOICE PER YEAR (AFTER 60 DAYS ON BOARD)**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	