



Job Title:	Secretary	Job Category:	Executive
Location:	MN	Travel Required:	Up to 10%
Level/Salary Range:	Non-profit with incentives	Position Type:	Management
HR Contact:	Mainhia Ly	Date Posted:	12/1/2019
Will Train Applicant(s):	Yes-work with board team	Posting Expires:	Until Filled
Applications Accepted By:			
EMAIL: MNSEI.INC@GMAIL.COM Subject Line: Secretary Position		We are looking for an organized, detail-oriented, upbeat professional who is passionate to learn and grow within the organization. This individual must have excellent communication and coordination skills.	
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • Custodian of organization’s records <ul style="list-style-type: none"> • Complies and maintains all board records (involves meeting minutes, correspondence and legal documents-i.e. articles of incorporation) • Ensuring that documents and records are kept safe and available at the request of authorized management and/or external resources • Management of all paperwork for state and federal submissions and documentation (i.e. filing of annual deadlines, etc) • Prepare and keep detailed record as well as track of all meetings, agendas, events and organization changes • Serves as executive administrator and librarian tracking all of the board’s votes and policy changes • Understands and produces knowledge of organization’s thrust and purpose • Manage all organization’s internal and external communications • Updating organizations’ bylaws and maintaining records and documents • Answer calls, take messages and handle correspondence (making sure that inquiries are answered or directed to the right representative) • Maintaining, arranging appointments and setting up meetings • Typing, filing, preparing and collating reports • Managing database and prioritizing workload • Offer solutions and/or ideas to technical issues and organizational situations • Must be present at all meetings to detail all vital and memorialize chronology key information regarding board actions, elections of teams, and record reports • Develop and distribute board calendar for each fiscal year • Manages and frameworks website and emails • Maintains board binder containing governing documents, key governance policies, minutes of board meetings, personnel records and written consents • Maintain secured electronic storage of key documents 			



- Develop written content with help from the board members for projects (i.e. the FAQs for websites, application process, etc)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Excellent communication skills (verbally and written)
 Knowledge of organization’s records and related materials
 Integrity and good ethical behavior
 Aptitude for organization
 Clear communiqué with respect for diversity and inclusion
 Basic accounting skills
 Willingness to take initiative for the best interest of the organization
 Understand and have IT basic background
 Must have a working desktop or laptop at home for SEI use

PREFERRED SKILLS

- ✓ Knowledge of nonprofit organizational law and governance matters (i.e. new amendments to state corporate laws, etc)
- ✓ Understanding of how corporation functions internally (i.e. tax-exempt status under the law)
- ✓ 4+ years with administration background
- ✓ 1+ years of nonprofit organization knowledge and/or participation

BOARD TEAM INCENTIVES

- ❖ **FREE MEMBERSHIP AND ACCESS TO EXCLUSIVE DISCOUNTS OF SEI**
- ❖ **ONE FREE MOVIE TICKET FROM ANY LOCATION PER MONTH (AFTER 60 DAYS ON BOARD)**
- ❖ **ONE FREE DMC CARD PER REGION FOR THE YEAR (AFTER 90 DAYS ON BOARD)-5 TOTAL**
- ❖ **ONE FREE VOUCHER FOR ANY GYM MEMBERSHIP PER YEAR (AFTER 90 DAYS ON BOARD)**
- ❖ **ONE FREE TICKET PER CATEGORY PER CATEGORY FOR AMUSEMENT PARKS PER YEAR (1 MN ZOO ADULT/CHILD/SENIOR/PARKING, 1 VALLEY FAIR ADULT/CHILD/PARKING, ETC)**

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