



Job Title:	Admin	Job Category:	Executive
Location:	MN	Travel Required:	Up to 5%
Level/Salary Range:	Non-profit with incentives	Position Type:	Management
HR Contact:	MNSEI.Inc@Gmail.com		
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 <ul style="list-style-type: none"> • Answer Emails • Renew and confirm member approvals • Update Team Lists • Update Portal as needed • Forward emails to right team/board members • Participate in surveys and meetings when invited • Assist board when needed TEAM INCENTIVES <ul style="list-style-type: none"> ❖ 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 FOR THE YEAR (AFTER 90 DAYS ON BOARD)-1 Total ❖ TWO Adult MNZoo Ticket and two child tickets per year (AFTER 90 DAYS ON BOARD) 			

