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| Job Title: | Secretary | 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: 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 | | | |
| <p>ROLE AND RESPONSIBILITIES</p> <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) • Take notes and record all meetings, agendas, events and organization changes • Updating organizations’ bylaws and maintaining records and documents • Maintaining, arranging appointments and setting up meetings • Maintain secured electronic storage of key documents <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Excellent communication skills (verbally and written) 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</p> | | | |



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)**