



Common ground. Common good.

POSITION ANNOUNCEMENT

Office Coordinator and External Relations Assistant

The Citizens League is seeking an experienced office manager with strong organization, prioritization and interpersonal skills to serve as the coordinator for the central office, participate as a member of the member and donor services team, and assist the executive director with scheduling and board communications. The successful candidate must demonstrate a high level of self-direction, including an ability to balance multiple tasks and meet frequent deadlines.

DUTIES

Executive Support

- Provide support to the executive director for scheduling, meeting preparation and board relations.

Member Services

- Maintain membership and contributions database
- Coordinate regular membership recruitment and renewal letters, process applications
- Coordinate online and on-site registration for all Citizens League events
- Work with staff, board, and Membership and Engagement Committee to build membership base
- Provide staff support to the Membership and Engagement Committee

Office Coordination

- Greet visitors and provide primary coverage of main information line
- Maintain appearance, orderliness and efficiency of central office area
- Coordinate incoming and outgoing mail, including regularly scheduled mailings
- Assist with general clerical work as needed
- Serve as point person for staff and technology contractor for computer needs
- Serve as liaison with part-time bookkeeper to ensure accuracy and timeliness in administrative processes

SKILLS AND EXPERIENCE

- Ability to work in an ideologically-diverse, multi-partisan political environment with a wide variety of stakeholders and to effectively coordinate work with other staff and volunteers
- Ability to manage and prioritize daily workflow in a fast-paced, results-oriented office
- 2-4 years experience providing administrative support in an office setting with increasing responsibility preferred
- Organized and detailed-oriented
- Strong verbal and written communication skills, and a willingness to engage over the telephone with a wide variety of stakeholders
- Familiarity, comfort and aptitude with a wide range of software including Microsoft Office, Outlook and basic HTML
- Fluency in English, proficiency in a second language will be looked upon favorably
- Interest in and commitment to the mission and principles of the Citizens League

SALARY, BENEFITS AND WORK SETTING

- Salary range is \$29,000 -- \$40,000, depending on experience.
- Health, dental, retirement, life insurance, and vacation/sick leave benefits
- Office hours are 8:00 a.m. – 5:00 p.m., Monday through Friday. Some evening and weekend hours are occasionally required of all staff.
- Flexible vacation, sick leave and holidays
- Located in downtown Saint Paul; transit stipend or parking provided

HOW TO APPLY

Resumes will be reviewed beginning January 7, 2008 and will be accepted if postmarked no later than January 16, 2008. Send a resume and cover letter with contact information to:

Citizens League

Attn: Ann Kirby McGill

555 N Wabasha Street, Suite 240

Saint Paul, MN 55102

Email to: akirbymcgill@citizensleague.org