



Minnesota Genealogical Society (MGS) Administrative Manager Job Posting

JOB TITLE: Administrative Manager (AM)

LOCATION: Minnesota Genealogy Center (MGC), 1385 Mendota Heights Road, Mendota Heights, MN

SALARY: \$25 per hour

HOURS: An average of 24 hours per week with some evening and weekend hours

CLASSIFICATION: Part-time

REPORTS TO: MGS Board President with oversight by MGS Executive Committee

Position Summary:

The Administrative Manager is responsible for the oversight and administration of the Minnesota Genealogical Society's programs. The manager supports the day-to-day operation of the Minnesota Genealogy Center (MGC) including technology and other non-collection assets of MGS. Responsible for the oversight and administration of the society's programs.

Essential Job Functions:

- Manages the administration of the society's programs and events
- Facilitates MGS outreach programs
- Manages the operation of the Minnesota Genealogy Center (MGC)
- Works with MGS independent contractors, ensuring deadlines and goals are met
- Acts as the communications "hub," ensuring MGS Board, MGS committee chairs, Special Interest Groups, Branches and Partners are kept apprised of facility operations as appropriate to their needs
- Serves as the MGS point of contact for the media and organizations in the genealogy community
- Other duties as assigned

Qualifications

Required:

- Office or business administration experience
- Strong computer skills, including use of GoToMeeting, GoToWebinar, Zoom, Google Suite, Microsoft Word, Excel and PowerPoint
- Strong verbal and written communication skills and ability to work effectively with a variety of people and groups
- Ability to work independently, manage multiple projects with attention to detail, with discretion and good judgment
- Ability to problem-solve and to produce accurate work on a timely basis

Preferred:

- Familiarity with genealogical research is highly desirable



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Physical and Environmental Conditions:

Requirements:

- Pass a background check (criminal and financial)
- Provide work references and a work history for the past 5 years
- Be fully vaccinated and boosted for covid and wear face mask as recommended by the CDC
- Available for local travel to attend MGS and affiliate and branch events as required
- Frequent sitting, reaching, and stooping
- Must be able to lift 30 pounds

NOTE: This job description is not intended to be all-inclusive. The employer reserves the right to change or assign other duties to this position.

How To Apply

To be considered for this position, please submit cover letter, résumé, and contact information for three professional references to president@mngs.org

The search will remain open until the position has been filled.

Anticipated begin date: May 16, 2022

The Minnesota Genealogical Society is a 501(c)3 nonprofit genealogical organization, located at the Minnesota Genealogy Center (MGC), 1385 Mendota Heights Road, Mendota Heights, MN. The goal of MGS is to provide education on genealogical research, a place for research, and social & cultural activities. The MGC facility has classrooms, offices and a research library with over 30,000 books, periodicals, maps, with research workstations and computers.