The Association of Minnesota Counties (AMC) is seeking a **full-time project manager** to work for our affiliate the **Minnesota Association of County Social Services Administrators (MACSSA)**. The position coordinates multiple projects under the direction of the MACSSA Executive Director. The focus of this position will be project management, meeting facilitation, process improvement, planning and coordination. The person hired will manage members’ services and support professional development aspects of MACSSA and support the Executive Director in other categories of work. The successful candidate will be a self-starter, possess strong attention to detail, have the ability to independently manage multiple projects with multiple stakeholders, have strong organizational skills, and excellent customer service skills.

**Responsibilities include:**

- Coordinating and supporting the monthly MACSSA meetings and Annual Conferences in collaboration with the Executive Director
- Providing professional staff support to numerous association boards and committees, including creating agendas, taking meeting minutes, and organizing logistics for meetings
- Coordinating high value training sessions and conferences, including working with hotels and conference centers, reviewing contracts, seeking speakers, organizing content, and onsite conference logistics
- Research, write, and coordinate member communications, including development and distribution of emails, newsletters, website content, and social media content
- Develop outreach activities, assess results, and proactively suggest improvements to ensure outreach activities are meeting the association’s goals.
- Provide leadership to the members of the association by improving and administering the onboarding, coaching and training programs
- Analyze process gaps and actively collaborate with the Executive Director to develop process solutions that improve efficiencies and work.
- Assisting with association finances, including contract, vendor, and budget management.
- Conduct meetings using structured facilitation methods, neutral leadership methods and virtual meeting technology.

**Qualifications:**

- Bachelor’s degree plus a minimum of two years’ experience in project management, administrative coordination, association management or closely related experience required. Two additional years of experience may be substituted for a bachelor’s degree.
- One year of experience in the public sector or with an association is preferred.
- Must have strong oral and written communication skills, be creative and possess the ability to work with and adapt to all kinds of people.
- Project management skills, including managing goals and outcomes
- Essential skills include strong writing ability; excellent editor and proofreader; able to layout and design on the web and print products; ability to present concepts verbally
- Experience in website maintenance a plus.
- Applicants must be highly proficient with technology including, but not limited to, Microsoft Office. Experience with WebEx, Go-To-Meeting, Vidyo and Skype for business preferred.
- Ability to transport, set up and take down conference displays, technology, and other meeting materials.
- Valid Minnesota driver’s license required. Ability to travel independently by car throughout Minnesota. Overnight travel is required for conferences and meetings.
- Self-motivated with a positive and professional approach to problem solving.
Ability to:

- Conduct logical thinking, gather and analyze information, design and test solutions to problems, and formulate plans.
- Communicate effectively both verbally and in writing.
- Work independently and use self-evaluation to inform actions.
- Build and nurture collaborative relationships with a variety of customers/partners, both internal and external.
- Successfully manage multiple priorities and projects effectively.
- Apply problem solving skills and make data informed recommendations for action.
- Provide members with a consistent set of tools and messages to share the vision and further the goals of the association.

Competitive benefits and positive working environment. Starting salary dependent on qualifications but expected to be between $45,000-$60,000. This position is based in St. Paul, Minnesota.

Applications will be accepted until the position is filled, but the first screening of applications will occur on January 17, 2019.

About the Organization:
Minnesota Association of County Social Service Administrators (MACSSA) is a professional association of human service administrators that serve the citizens of Minnesota's 87 counties, committed to building a unified network of partnerships to advocate for meaningful system improvement, influence policy and legislation, and promote quality human services that positively impact our citizens, communities and counties throughout Minnesota. It is an affiliate of the Association of Minnesota Counties (AMC), a voluntary non-profit organization.

Submit resume, letter of application and salary requirement to amc@mncounties.org
Donna Haupert, Administrative Assistant
Association of Minnesota Counties
125 Charles Avenue
St. Paul MN 55103-2108
amc@mncounties.org