

Administrative Assistant

At the Children's Museum of Southern Minnesota, we believe our team is part of something extraordinary. Our Museum is community-built and community-sustained, with a mission to ignite the natural curiosity of every child through the power of play in a dynamic, awe-inspiring environment.

Join our team!

Reporting to the Vice President of Operations, the Administrative Assistant position is a full time, non-exempt position with the flexibility of being between 30-40 hours per week per the candidate's preference. The Administrative Assistant should be passionate about our mission and will represent the Children's Museum of Southern Minnesota to internal and external stakeholders with professionalism and integrity. This position is eligible for benefits including but not limited to health, dental, vision, life insurance, short and long term disability, HSA, FSA dependent care, SIMPLE IRA matching program and staff discounts. The Museum is working towards the goals of Financial Sustainability, Community Outreach and Staff Excellence. Candidates for this position should be committed to being innovative and create ways to support these goals. Further, as the Museum is a growing, inclusive organization, any candidate should be open to performing a variety of tasks.

Take the next step! Please submit a resume to Heather Ungerer, Vice President of Operations, at heather.ungerer@cmsouthernmn.org.

Starting Wage \$17/hour

Job Responsibilities

- Oversee daily office needs including but not limited to: preparing invoices, managing contracts, running errands, mail, directing phone calls, ordering supplies, and managing the Museum information email account
- Manage logistics for meetings with donors, professional advisors, board and community members including scheduling, material and presentation preparation, sharing information, taking notes, room set up and clean up and all food and beverage needs. As needed, help facilitate meetings, place calls, and send written correspondence
- Supporting the annual audit process
- Manage Altru calendar for the organization
- Managing receipt tracking and support monthly credit card reconciliation
- Support standard operating procedure documentation and dissemination
- Support HR and Volunteer program tracking, filing, and communication
- Support exhibit inventory process
- Support the Okie sewing group in their administrative needs
- Assist in Gateway to Play, Community Partners and ACCESS mailings, materials and data tracking

- Coordinate office cleaning and organization
- Participate as a member of staff through active involvement in team and all staff meetings, events, and training
- Other duties as assigned

Qualifications:

- Experience in using databases and a variety of technology platforms preferred
- Ability to work successfully with a wide array of people
- Outstanding attention to detail
- Ability to prioritize projects quickly
- Valid driver's license and ability to run errands on behalf of the Museum

Work Conditions:

- Work in a shared office environment with the usual ergonomic risks
- Flexibility and availability are required during the week
- Job requires a high degree of interaction and engagement with others including staff and community members
- Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects

About Children's Museum of Southern Minnesota

The vision for the Children's Museum of Southern Minnesota is to be a catalyst for building a stronger, more vibrant community around play so that all children in our region share in a bright future of opportunity and well-being. Located in Mankato, Minnesota, the Museum welcomes nearly 100,000 visitors and maintains over 2,100 memberships annually, and continues to be a resource for the region, providing the opportunity to experience the joy of learning through the power of play to all children and families.

The Children's Museum of Southern Minnesota is an equal opportunity employer.