Minnesota Career Development Association
Technical Administrative Assistant (Part-Time)

POSITION DESCRIPTION

General Administration
- Distribute mail
- Create monthly membership report for executive board
- Create monthly financial reports
- Report activities and communications monthly to executive board
- Act as main customer service contact for association, responding to membership, event and other inquiries in timely manner
- Support various aspects of events, including monitoring registrations and payments, attending the event to check in guests, and producing attendance and budget reports afterward
- Monitor the inventory and storage of MCDA supplies (e.g. brochures, event name badges and ribbons, etc.).

Communications
- Send emails to membership written by association board members
- Manage all incoming emails, responding within 1 business day
- Use social media to send messages via Facebook, Twitter and LinkedIn to members
- Manage LinkedIn group in conjunction with Technology Committee
- Create, edit, and maintain web content using data management tool and WordPress
- Manage website content in conjunction with Communications and Events committees

Financial Support
- Work with MCDA Treasurer to process payments and finances
- Make bank deposits at a frequency of no less than once per month
- Process, monitor and manage credit transactions from web services providers
- Complete monthly financial report

Membership Management
- Process and communicate member requests within data management system (AMO)
- Verify member dues payments
- Update/input existing member information
- Assist members with any database issues

Technical Support
- Maintain and update mcda.net functionality
- Maintain connection between association website and data management (AMO)
- Communicate with and between third party software vendors
- Act as main contact person with data management service provider (ArcStone)
- Set up event registration pages and processes including pricing and deadline changes

POSITION DETAILS AND COMPENSATION

- This is a long-term position under a 1 year contract position renewable annually at the discretion of the MCDA board.
- 5-10 hours of work per month.
- $20 per hour paid monthly upon receipt and approval of invoice.
- The administrator role is a 1099 position. The Administrator will be responsible for paying their own taxes on the wages they earn.

Technical Knowledge Required
- WordPress, website content maintenance
- Understanding of database management tools, such as AMO
- Familiarity with third party payment solutions, such as Authorize.net
- Social media experience including Facebook, LinkedIn, Twitter, BufferApp.
- Microsoft Office and Google Docs proficiency

Additional Skills Required
- Time management and a sense of urgency for time-sensitive activity
- Strong verbal and written communication
- Ability to act independently with limited direction
- Organization and attention to detail

How to Apply:
Send resume and cover letter with links to portfolio (if applicable) to: **minncareerdevelopment@gmail.com**.

Application process is open December 15, 2018 until open is filled.