



JOB OPENING:

Department Office Manager

POSITION SUMMARY

The Department Office Manager will be responsible for the administrative and organizational management of the Minnesota Veterans of Foreign Wars Headquarters Office in St. Paul. We are a hard-working, hands-on organization serving Veterans, Active Duty Military, their families and our communities. Our Headquarters Office is the lifeline to V.F.W. Posts throughout the state. We are looking for an Office Manager that can lead our office staff, assist our State Officers and guide our program chairs in maintaining the excellent traditions and services the Department of Minnesota V.F.W. has established during its 100 years of existence.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, will be exceedingly well organized and flexible, and will enjoy the administrative challenges of supporting a small office of diverse people and programs. This individual must be able to function effectively in a variety of roles within a dynamic environment. Finally, the Department Office Manager is expected to be a team player who is hard working and not afraid to jump in and get things done.

ESSENTIAL DUTIES & RESPONSIBILITIES*

General Office Management

- Oversee all **office functions** including productivity, timelines and communications
- Direct **office staff** in achieving State Officer and Organizational objectives
- Ensure Office **compliance with the Department Bylaws**, Personnel Policy and Financial Policy
- **Develop and** Maintain paper and digital records; defining procedures for their retention, protection, retrieval, transfer and disposal
- Perform general office/facilities management duties to include:
 - **Conduct Office employees annual reviews** in cooperation with the Internal Affairs Committee and the Personnel Policy
 - Manage various human resource functions to include:
 - Posting position openings to job sites and managing flow of incoming candidate applications
 - Ordering background checks on potential new hires
 - Assisting new employees with their orientation to the organization, benefits enrollment, and tax forms
 - Maintaining human resources files in accordance with laws, regulations, and established standards

VFW DEPARTMENT OF MINNESOTA

Communications

- Effectively **communicate with a variety of people** including the general public, organizational members, officers and dignitaries
- Manage **production and maintenance of Department media sources** including the Minnesota V.F.W. statewide newspaper “Gopher Oversea’r” and virtual sources including the Department website, Facebook and more
- **Develop and review various reports, presentations, agendas**, monthly General Orders and other communications as needed
- Facilitate the **production of Department promotional**, educational and event materials including conference books, advertising and program manuals

Program Management

- Maintain and communicate all **Organizational Program timelines** including events, V.F.W. Programs, report submission and other tasks as needed
- Coordinate volunteers and program chair communications and program tasks (including General Orders, entry forms, timelines etc.)
- Arrange meetings and conferences (including coordinating all meeting logistics, developing agendas and meeting materials, etc.)
- Write and/or consult on Department **Grant Applications** and Conference/Convention **Contracts** as requested
- Maintaining the Department’s paper and online records and defining procedures for their retention, protection, retrieval, transfer and disposal

Organizational Responsibilities

- Coordinate **State Officer** schedules, duties and travel arrangements- working with the National Organization and other required agencies
- Attend and/or **Serve on various committees** to help coordinate Organizational objectives and properly communicate needs and timelines
- Monitor and recommend processes and procedures to improve Office and Organizational **proficiency and fiscal responsibility**

EXPERIENCE

- 5+ years of solid management experience in an office setting or transferrable experience
- Prior experience with development and/or working with non-profit organizations
- Excellent verbal and written communications, networking, and presentation skills (~~in~~ English)
- Strong organizational skills and attention to detail
- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines;
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Access); and Adobe Suite (Photoshop and InDesign)
- Valid Minnesota Driver’s License
- Ability to lift 25 pounds
- Ability to remain stationary for extended periods and also traverse office/event facilities

Personal Characteristics

The successful candidate will be:

- Committed to, and enthusiastic about, the mission and vision of the Veterans of Foreign Wars;
- A strategic thinker who is adept at multi-tasking in fast paced environment, able to plan, prioritize, and organize individual and group activities and processes
- Outgoing, straightforward, and creative
- Able to work independently and take initiative
- Results oriented
- An adaptable, flexible problem-solver
- Team-focused, enjoy working as part of an active group of highly engaged individuals, sharing information readily with co-workers, and listening to and respecting others
- Able and willing to assist co-workers in the development of their own professional skills in order to ensure the team's success
- A person who presents a high degree of maturity, honesty, trust, sophistication, and integrity and cultivates these qualities in others.

COMPENSATION:

- Salaried (exempt), full-time position
- Anticipated Salary range: \$50,000-56,000 (depending upon qualifications)
- Some predictable evening and weekend hours are required

HOW TO APPLY

- Applications will be accepted beginning February 1, 2021 and will end at 4:30pm on March 17, 2021
- Please send your COVER LETTER, APPLICATION and RESUME via email to vfwmnoffice@gmail.com
- No phone calls please

**Nothing in this job description restricts the organizations right to assign or reassign duties and responsibilities to this job at any time.*