

651.227.8442
www.ifo.org
490 Concordia Ave, Suite 125
Saint Paul, MN 55103



Job Title: Office and Membership Coordinator

The Inter Faculty Organization is a labor union that represents all faculty at the seven state universities of the Minnesota State Colleges and Universities System through collective bargaining, contract enforcement, and advocacy. We seek an Office and Membership Coordinator who is an innovative problem solver, responsible for coordinating meetings, membership database management and general office support. Applicants should have strong interpersonal skills and a demonstrated ability to work independently and proactively. This position serves a small office and must be a team player. The IFO offers excellent employment benefits and prides itself on being a model employer.

More information can be found at www.ifo.org.

Responsibilities:

I. Office coordination:

- I. Provide administrative assistance, including:
 - telephone and office reception support.
 - incoming mail distribution, outgoing mailings, postage meter management.
 - occasional errands, as necessary.
 - inventory of stationery, forms, brochures, food and beverages and other office supplies.
 - assisting staff with computer and telephone system issues and working with technical support to resolve technology problems.
 - staff agendas and staff calendar updates.
 - maintaining master calendar of IFO and MinnState meetings.
 - supporting committees and caucuses, in coordination with President and staff.
 - updating and maintaining committee rosters and email distribution lists.
2. Record minutes at IFO Board meetings, Executive Committee and Statewide Meet and Confer; support President to keep an accurate record and assist development of future agendas.

II. Meetings/Events:

- Plan and arrange IFO meetings and events, including event registration, hotel accommodations, food orders, set up and clean up.
- Notify, communicate with and provide information to meeting participants.

III. Membership:

- Enter data and maintain membership database.
- Manage new member protocols, including mailings.



Qualifications:

- Excellent organizational skills, attention to detail, and ability to handle multiple projects simultaneously.
- Proficient with general computer use including Microsoft Office.
- Strong interpersonal, verbal, and written communications skills.
- Commitment to equity and inclusion efforts and the ability to work with diverse populations.
- Willingness to learn and work as part of a staff team.
- Proficient typing skills for meeting minutes and notes.
- Proficient at entering data quickly and with a high degree of accuracy.

Preferred Qualifications:

- Proficiency in Microsoft Excel and Microsoft Access.
- Bachelor's degree.
- Event planning experience.

Wages and benefits:

- \$23-\$25 per hour, wages commensurate with qualifications and experience.
- Employer contribution to 401K valued at \$4.60 to \$5 per hour.
- State health and dental insurance, and generous employer-sponsored Health Reimbursement Account.
- Three weeks of paid vacation the first year of employment.
- Position covered by IFO/IFOSA Collective Bargaining Agreement.

Hours: This position is full-time, 8 hours per day, 40 hours per week. Some evenings and weekends required.

Application Materials: Please submit a cover letter and resumé to IFO President Brent Jeffers at jeffers@ifo.org. Applications will be accepted until the position is filled.

The Inter Faculty Organization (IFO) is an equal opportunity employer. The IFO prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disabilities.