



## Midwest Manufacturers' Association

### Position Description: Executive Assistant

Midwest Manufacturers' Association (MMA) provides services for membership organizations that are focused on the success of manufacturing. The four organizations currently served by MMA are volunteer-led associations based in Fargo/Moorhead, St. Cloud, Duluth/Iron Range, and West Central Minnesota.

The Executive Assistant position requires a high degree of organization, multi-tasking, attention to detail, persistence, and diplomacy. Strong communication skills (particularly via email and phone) are required, along with computer proficiency, the capacity for teamwork, adaptability, a positive attitude, enthusiasm towards manufacturing, support for new ideas, and respect for deadlines.

This is a remote position averaging a minimum of 32 hours/week with the likelihood for up to 40 hours/week for the right candidate. Benefits include PTO and paid holidays. The Executive Assistant reports to the Executive Director. Pay range starts at \$24/hour. Duties include:

#### **Membership:**

- Oversee membership renewal invoicing procedure
- Oversee new member procedures
- Liaison with Membership Committees or other committees, provide reports as needed
- Participate in new member and board of director onboarding

#### **Association Meetings & Events:**

- Facilitate Program Committee procedures; secure location, speaker, tour, etc.
- Create event on website, distribute invitation, coordinate sponsorships
- Manage registration, collection of funds, attendance records, pre-paid ticket program
- Prepare support info and communicate with volunteer(s) assigned to each event

#### **Database:**

- Record changes, including prompt monitoring of feedback from GrowthZone.
- Generate reports according to established policies
- Facilitate options that require approval: job postings, event postings, news, etc.

**Membership Directory:** Annually, request and record updated information from members.

**Accounts Receivable:** Manage the process of invoicing.

#### **Youth Grant Committees:**

- Manage incoming grant applications, communicate with applicants
- Coordinate grant disbursement procedure and publicity surrounding grant awards
- Facilitate follow-up reporting requirements and track ongoing grant expenditures

**Legislator Connection Program:** Schedule plant tours between manufacturers and state/federal legislators. Facilitate photo/press release.

**Other:** assist with a variety of projects as needed.

Please submit resume to [Rachel@MidwestManufacturers.com](mailto:Rachel@MidwestManufacturers.com)