Job Class: Office and Administrative Specialist Intermediate

Title: Grants Administration Support

Job ID: 53504

This is being extended for additional applicants.

Who May Apply: Open to all qualified job seekers
Date Posted: 06/03/2022
Closing Date: 07/01/2022
Work Shift/Work Hours: Day Shift
Days of Work: Monday - Friday
Travel Required: No
Salary Range: $18.10 - $24.00 /hourly; $37,793 - $50,012 /annually
Classified Status: Unclassified, Full-time
Connect 700 Program Eligible: No

Job Summary

Under general supervision of the Executive Director, this position exists to support the Dakota and Ojibwe Language Revitalization Grants Program funded through the Legacy Amendment Fund. This position will support the Grant’s Manager to develop policy, strategic plans, and complete mandatory reporting to the Legislative Coordinating Commission on all language grant projects. This position will work to aid in the development of internal grants management policies and protocols in coordination with the Grants Manager and following the Office of Grants Management guidelines. This position will work closely with the Grants Manager to ensure continued Dakota and Ojibwe Language Preservation and Revitalization grant funds through the Arts and Cultural Heritage Funds.

Minimum Qualifications:

- Knowledge and/or interest in Dakota and/or Ojibwe language
- Excellent verbal, written, and interpersonal communication skills with the ability to synthesize information and present issues/proposals in succinct terms to MIAC board, grantees, and potential grantees as well as the general public
- Writing skills to provide clear objectives with supporting documentation:
  - Reports, questionnaires, manuals, information bulletins, and memoranda

Preferred Qualifications:
- Knowledge of Ojibwe and/or Dakota language preferred.
- One (1) year Administrative Support experience.
- Database Management skills (using MS Access and MS Excel).
Application Details

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

How to Apply

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to http://www.mn.gov/careers.

Contact

If you have questions about the position, contact Jodie Segelstrom at jodie.segelstrom@state.mn.us.

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We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.