Minnesota Farmers Union
Operations Coordinator

Organization Summary:

Minnesota Farmers Union is a progressive, grassroots membership organization that supports family farmers and rural development. Drawing on the base values of education, cooperation and legislation, MFU works with individuals at the county, state, national and international level to sustain economically viable family farms, support new farmers, further agricultural education, increase consumer awareness and ensure that the voice of family farmers is heard by policy makers.

Brief Description:

The Operations Coordinator supports the Director of Operations and ensures the smooth functioning of Minnesota Farmers Union’s day to day operations, regularly scheduled meetings and events. This position plays an important role in providing a first point of contact for members and the public as well as communicating internally among staff and ensuring projects move forward.

Job Duties:

- Manage general organizational administrative duties such as, processing mail, and procuring office supplies.
- Manage front desk, answer general calls, informational queries and is the first point of contact for visitors to MFU.
- Organizing maintenance companies to keep the office clean and safe and ensure its appliances are in good working order.
- Assists with logistics for MFU events including Full Board Meetings, Executive Committee meetings, Lobby Day, county conventions, National Convention, Women's Events, NFU Fly In, and the Annual MFU Convention.
- Facilitate bookings of the MFU first-floor conference room and coordinate day-of logistics for visiting groups.
- Arrange travel logistics for members participating in the State Convention, National Convention, and D.C. legislative fly-in.
- Assist membership department with monthly mailings, database entry, as well as keeping records of new and renewed members within Minnesota Farmers Union.
o Assit as needed with member communications.

Experience:

o Exceptional attention to detail and organization skills, including the ability to maintain records
o Proven record of project management and completion
o Demonstrated ability to successfully complete projects with competing priorities, deadlines and demands
o Demonstrated ability to work in a team and employ effective internal communication
o Excellent verbal and written communication skills
o Experience in event planning including promotion, internal communication, registration, vendor coordination, on-site setup and evaluation
o History of providing effective customer service via phone, email and in person.
o Familiarity with data entry, running queries and implementing best data practices
o Strong skills in Microsoft Outlook, Office, and Excel
o Familiar and supportive of MFU and MFU policy
o Willingness to pitch in where necessary
o Ability to adapt to fluctuations in workload
o Willingness to work weekends and nights as necessary, particularly in February, August, September, and November of each year

Compensation:

Salary commensurate with experience, $50,000-$60,000. Full time, Monday - Friday, 8:30 a.m. - 4:30 p.m. with flexibility to attend evening and weekend events required, especially during February, August, September and November of each year. Office closes at noon on Fridays in the summer. Medical, dental, life, long and short-term disability insurance, 401K, paid vacation, and sick leave provided.

To Apply:

Submit a PDF cover letter, resume, and three references to hr@mfu.org. Please no phone calls or visits.