



Association for Nonsmokers- MN

Administrative Support

The Association for Nonsmokers--Minnesota (ANSR) is a nonprofit organization dedicated to reducing the human and economic costs of tobacco use and to creating healthier communities in Minnesota. We are committed to reducing the number of young smokers and to continuously advocating for the rights and health of nonsmokers.

Since 1993, ANSR has worked in statewide to reduce the harm caused by tobacco use through community organizing, education, and policy advocacy.

Position Responsibilities:

1. Support staff in duties related to tobacco compliance checks and vendor education;
2. Table at community events;
3. Take responsibility for special projects;
4. Order supplies;
5. Assist with mailings;
6. Provide office support to the organization; and
7. Perform other duties as assigned.

Qualifications:

1. Self-starter, self-motivated with high attention to detail;
2. Excellent organizational skills;
3. Strong computer skills (experience with Microsoft Office including excel, word and publisher);
4. Interest in public health, community organizing, communications, public policy or related field;
5. A high school diploma or GED and some basic office skills;
6. Reliable transportation and willingness to do infrequent travel within the metro area; and
7. Available to work occasional evenings and weekends.

Salary and Benefits: The salary range for this position is \$15.00-\$19.00/hour, depending on experience and qualifications. This position is part-time, 16-20 hours a week and below our benefit threshold. The position is grant-funded through July 2017. There is a strong possibility for the project to be renewed after this date.

Reporting: This position will report to a Program Director.

How to Apply: Send Resume, Cover letter, and recent writing sample (no more than 1 page) or print material you have created to: Jeanne Weigum at jobs@ansrmn.org. This posting will close December 21, 2017.

Prior to finalizing an offer of employment, ANSR may conduct a criminal background check because this position might involve working with youth. Results of the background check may not automatically disqualify a candidate.