



*Administrative and Research Assistant
Association for Nonsmokers-MN
1.0 FTE*

The Association for Nonsmokers- MN (ANSR) is a nonprofit organization dedicated to reducing the human and economic cost of tobacco use and to creating healthier communities in Minnesota. We are committed to reducing the number of young tobacco users and to continuously advocating for the rights and health of nonsmokers. Since 1993, ANSR has worked statewide to reduce the harm caused by tobacco through community organizing, education and policy advocacy.

The Administrative and Research assistant will work 25%-30% of their time on a research project that gathers data about tobacco industry marketing. The remainder 70%-75% of time will be spent on administrative and outreach activities.

Position Responsibilities:

Research duties (25%-30%):

1. Gather data from identified sources;
2. Enter data into database and archive;
3. Update project Instagram page regularly;
4. Provide monthly updates on project trends; and
5. Assist with additional research duties, as needed, such as store assessments.

Administrative duties (70%-75%):

1. Arrange logistics for community meetings and events;
2. Table at community events;
3. Take responsibility for special projects;
4. Order supplies;
5. Assist with mailings;
6. Support staff in duties related to tobacco compliance checks and vendor education;
7. Provide office support to the organization; and
8. 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, research, public policy or related field;
5. 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 events and weekends.

SALARY & BENEFITS

Starting salary: \$1,473.33 per pay period. Fringe benefits package includes: health insurance, dental insurance, life/ADD, short-term disability insurance and long-term disability insurance paid by ANSR; SEP retirement contribution by ANSR; 403b for contribution by employee; health flexible spending account option; vacation (5

hours/pay period); and sick time (4 hours/pay period); and 16 hrs of personal time a year as determined by personnel handbook. Mileage expenses will be reimbursed at the IRS standard mileage rate.

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 August 8, 2019.