



Association for Nonsmokers - Minnesota (ANSR)

The Association for Nonsmokers - Minnesota (www.ansrmn.org), ANSR, seeks a full time Event Coordinator who will work on the Minnesota Prevention Resource Center Project in addition to other responsibilities, listed in the Position below.

Our Benefits:

Comprehensive benefits package including:

- Hybrid work environment
- Fully-paid medical insurance (ANSR pays 100% of the monthly premium);
- Fully-paid dental, life, and disability insurance (ANSR pays 100% of the monthly premium);
- Retirement plan contributions, 5% of salary;
- Flexible spending account for childcare and medical expenses;
- Generous vacation time
- Generous sick time (separate from vacation time) for mental and physical health as well as caregiving;
- 10 paid holidays;
- Personal Days to celebrate individual and cultural holidays;
- Diverse and thoughtful team;
- Fair and inclusive culture
- Dedicated and people-focused Board of Directors;
- Leadership opportunities for all employees, regardless of position and length of time with the organization;
- Growth and mentorship-focused staff supervision;
- On-going professional development opportunities, including workshops and local and national conferences;
- Regular “Lunch and Learns” with experts from various fields;
- Regular celebrations of individual and team successes;
- Recognition of personal achievements;
- In-person and virtual team-building collaboration opportunities

Our Values:

ANSR is dedicated to reducing the human and economic costs of commercial tobacco, nicotine and other drug use in Minnesota. Our core commitments are:

- to protect young Minnesotans from a lifetime of addiction;
- to ensure that all Minnesotans can breathe clean, smoke-free air everywhere;
- to reduce health inequities and other disparities in relation to commercial tobacco, nicotine and other drugs.

Read more about our values here: [Association for Nonsmokers - Minnesota - Values](#)

ABOUT THE MINNESOTA PREVENTION RESOURCE CENTER PROJECT

The Minnesota Prevention Resource Center (MPRC) project works to reduce the negative impacts of alcohol, tobacco, and other drugs by connecting substance misuse prevention professionals and community partners to quality information and training they need to effectively prevent use. More information available at www.mnprc.org

Position responsibilities:

The Event Coordinator will:

- Oversee registration and logistics for MPRC events, including coordination with various stakeholders, and collaborating with various partners to provide targeted trainings based on the ongoing needs of communities around the state;
- Manage technological support, set-up, and registration for virtual events and webinars, using platforms such as Zoom Meetings/Webinars, Eventbrite, virtual event apps, social media platforms, and Google Workspace;
- Regularly communicate registration lists and logistical details with MPRC staff and the speakers for each event;
- Ensure training binders and supplies are prepared and sent to trainings in a timely manner;
- Work with venue staff to ensure events are executed smoothly;
- Co-coordinate monthly conference planning committee meetings for the annual MN Prevention Program Sharing Conference
- Identify and secure conference venues or platforms, keynote speakers, manage abstract submission and selection, negotiate catering and vendor contracts, and other details for MPRC events;
- Work closely with the MPRC Program Director to execute event planning details and promote the details of the upcoming events on the MPRC website;
- Collaborate, proofread, and support the development of print and web-based communication materials.
- Send invoices and track offline payments for all event attendees;
- Track and analyze event analytics to develop more successful internal and external processes; and
- Assist with grant reporting, and provide necessary data to the MPRC Project Director for mid-year, end of year reports
- Support other programs housed within the Association for Nonsmokers -Minnesota organization in an administrative capacity
- Other duties as assigned

Qualifications:

- High attention to detail, self-starter, self-motivated;
- Excellent verbal and written communication skills, with cultural intelligence to communicate authentically across Minnesota's diverse communities;
- Dynamic problem solving skills;
- Strong computer skills: experience with Google Workspace and Microsoft Office including Excel and Word; experience with online event planning, registration, and hosting platforms (Eventbrite, WordPress, Facebook, Zoom, Survey Monkey, GoogleMeet);
- Able to research, recommend, and train in new event-related technologies;
- Able to work remotely (as necessary);

- Excellent organizational skills;
- Able to work independently and as part of a team;
- Able to coordinate and execute multiple projects at once without losing attention to detail;
- Able to justify event decisions through data, industry trends and best practices, and professional discourse;
- Interest in public health, community organizing, communications, research, public policy or related field; and
- Reliable transportation and willingness to do infrequent travel within, and outside, the metro area, as needed.

Salary:

This is a full-time (40 hours per week) grant-funded position. Salary range is \$56,000 - \$60,000 plus a comprehensive and generous benefits package, as detailed above.

Reporting: Position reports to the MPRC Project Director

Work Environment:

The position is hybrid and flexible, with an office/home schedule to be determined upon position start.

HOW TO APPLY: Send resume and cover letter
to: Jeanne Weigum at jobs@ansrmn.org.