

Minnesota Association of Workforce Boards Director/ AMC Workforce, Economic Development, and Housing Policy Analyst



**MINNESOTA ASSOCIATION
OF WORKFORCE BOARDS**

The Minnesota Association of Workforce Boards (MAWB) and the Association of Minnesota Counties (AMC) are accepting resumes for the position of MAWB Director & AMC Policy Analyst. This is a single, shared position serving both associations and focused on workforce development, economic development, and housing.

The ideal candidate will have knowledge of workforce development, economic development, and housing issues, experience with association management, and an understanding of state and federal administrative and legislative processes. The position requires the ability to work with a diverse membership of business leaders, elected officials, and workforce development professionals. The position has broad authority to serve as a liaison between MAWB/AMC and local, state and federal officials. The Director is an employee of the AMC and works closely with AMC and other partners on a coordinated legislative agenda. The position reports to the MAWB Chair and Board of Directors and the AMC Government Relations Manager.

Responsibilities include:

- Managing the association's day to day operations, including budget management, meeting planning and support, and membership services;
- Advocating for the MAWB and AMC legislative agendas, including serving as a registered lobbyist;
- Serving as a liaison between state agencies and counties/workforce boards; and
- Conducting research/analysis of employment, workforce development, economic development, and housing policy issues.

The successful candidate will be a self-starter, have ability to understand and communicate complex subject matter to a variety of audiences, possess the ability to achieve consensus on controversial issues, and have strong organizational skills. This position requires the ability to adapt to a consistently changing work environment.

A bachelor's degree plus a minimum of three years applicable experience required. Applicants must be proficient with general office technology including, but not limited to, Microsoft Office. Overnight travel is required occasionally throughout the state of Minnesota.

AMC offers competitive benefits and positive working environment. Salary will be commensurate with experience. Please include your salary requirements with your letter of interest.

Applications will be accepted until the position is filled, but the first screening of applications will occur on June 26, 2019. Interviews are anticipated in early July.

Submit resume, letter of application and salary requirement to Donna Hauptert via email at amc@mncounties.org.

Donna Hauptert, Administrative Assistant
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