

## **Minnesota Farmers Union Operations Coordinator**

### **Organization Summary:**

Minnesota Farmers Union is a 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, and increase consumer awareness. Together, MFU makes up a collective voice from all corners of Minnesota and all kinds of agriculture – big, medium, and small, that represents farmers at all levels of government.

### **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 a significant role in providing a first point of contact for members and the public as well as communicating internally among staff and ensuring projects in the departments of communications, climate, government relations and education move forward.

### **Job Duties:**

- Coordinate and support logistics and outreach for MFU events including the annual MFU State Convention (around 400 attendees over three days), biannual Full Board Meetings, quarterly Executive Committee meetings, and other annual events such as Lobby Day, county conventions, listening sessions, National Convention, Women's Conference, and DC legislative Fly-In.
- Assist membership department processing new and renewed MFU members through website entries or via mail. Maintain accurate membership information using database entry and recordkeeping.
- Utilize membership data to send mailings regarding membership benefits, membership renewal information, or upcoming county or state-wide events.
- Manage general organizational administrative duties, such as processing mail, managing the front desk, answering general calls, responding to member queries, and printing marketing materials.
- Complete office management tasks such as tracking and ordering supplies, working with maintenance companies, and maintaining the tidiness and functionality of all common spaces.
- Facilitate bookings of the MFU first-floor conference room using Calendly and coordinate day-of logistics for visiting groups, including facilitation of hybrid meetings using Zoom or Microsoft Teams

- Plan and facilitate weekly and monthly internal staff meetings, including the use of Zoom and Zoom Docs
- Assist the Communications department with magazine review and distribution lists. Possibility of writing magazine articles, if interested.
- Support the internship program in promotion, hiring, and development.
- Serve in the best interests of members and Minnesota farmers.

### **Preferred Experience:**

- Exceptional attention to detail and organization skills
- Demonstrated ability to successfully manage and complete projects with competing priorities, deadlines and demands.
- Demonstrated ability to work in a team and employ effective internal communication.
- Experience in event planning including promotion, internal communication, registration, vendor coordination, on-site setup and evaluation
- History of providing effective customer service to people of all backgrounds via phone, email and in person
- Familiarity with data entry, running queries and implementing best data practices.
- Demonstrated ability with database software.
- Strong skills in Microsoft Office products, including Excel, Word, and Outlook
- Experience with Google Forms, Microsoft Forms, and Calendly
- Familiar and supportive of MFU and MFU policy
- Willingness to pitch in where necessary
- Ability to adapt to fluctuations in workload.

### **Schedule:**

Full-time, Monday–Friday, 8:30 a.m.–4:30 p.m., with ability for evening and weekend events (especially February, March, August, and November). Offices close at noon on Fridays during the summer.

### **Compensation & Benefits**

**Salary:** \$50,000–\$60,000, commensurate with experience

#### **Benefits**

Minnesota Farmers Union offers a comprehensive benefits package, including:

- **Medical Insurance:** Base plan: 100% employer-paid employee premiums; 50% dependent coverage (four plan options).
- **Dental Insurance:** 100% employer-paid employee premiums; 50% dependent coverage.



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- **Life Insurance:** Employer-paid coverage equal to 100% of salary.
- **Short- and Long-Term Disability:** 100% employer paid.
- **401(k):** MFU contributes 3% of salary regardless of employee contribution.
- **Paid Time Off:**
  - Vacation: 10 days (years 1-2), 15 days (years 3-9), 20 days (after 10 years); front-loaded annually.
  - Earned Sick and Safe Time: 1 hour per 30 hours worked (up to 80 hours).
- **Holidays:** Approximately 24 paid holidays annually; summer Friday early closures.

### **To Apply:**

Submit a PDF cover letter, resume and three references to Glen Schmidt, Operations Director at [glen@mfu.org](mailto:glen@mfu.org). Please, no phone calls or visits. Application will be considered on a rolling basis.