



**Request for Proposal:
MinnSPRA Administrative Services Coordinator**

The Minnesota School Public Relations Association (MinnSPRA) is soliciting proposals from individuals or firms interested in providing the services described below. Please submit a proposal by July 8, 2011, explaining how you would address all of the services and requirements noted. Include contact information for at least two references who can speak to your abilities as outlined.

Membership support

- Maintain and accurately update membership database and directory (about 150 members)
- Publish membership directory
- Manage membership related correspondence (renewals, new member solicitations, membership paperwork)
- Work closely with Board's Membership Services Coordinator and Treasurer

Conference support

- Design, print and mail/distribute conference mailings and process all registrations and payments
- Produce name tags and conference attendee lists
- Assemble pre-printed conference materials in coordination with conference committee
- Work closely with conference chairs and treasurer to support conference planning and site negotiations and coordination.

Note: MinnSPRA typically holds a fall (November) and spring (March) conference each year, as well as occasional other conferences / workshops.

General administrative support

- Receive occasional general e-mails and phone calls for MinnSPRA; handle or route them as appropriate within 24 hours
- Generate occasional member mailings, including email and print mailings, to MinnSPRA membership.
- Maintain historical records, volunteer job descriptions and calendar - work closely with the President to ensure the annual calendar is followed, job descriptions are provided for all volunteer positions and processes/procedures are available for all major annual activities.

Leadership Support

- Support completion of annual tasks as outlined in the Board's annual calendar
- Support the President, Board and committee chairs as needed (*President will alert Board and committee chairs to coordinator's availability to assist with administrative, logistics and communications tasks as outlined in the job description*)
- Attend all monthly Board meetings; assist President with meeting agenda preparation; and help flag items needed for board discussion based on calendar and leave with a "to-do" list.

Additional Requirements:

- Knowledge and proficiency in electronic and print communication tools.
- Proficient in database management, word processing
- Use online contact management system to update website as needed (twice per month at minimum)
- Candidate must possess excellent written and verbal communications skills.
- Conference coordination skills
- E-mail and Internet access
- Computer and printer
- Phone line with voice mail (dedicated number not required)
- Mailing address for receiving MinnSPRA mail (dedicated address not required)
- Good customer service, editing and proofreading skills
- An understanding of what MinnSPRA stands for
- Able to attend monthly Board meeting and bi-annual conferences

Notes and pay structure:

- Produce monthly invoices to the Board Treasurer for services rendered.
- Average of 10 to 15 hours/month estimated
- MinnSPRA would not be liable for withholding any taxes or providing any benefits.
- The person contracted would be an independent contractor, reporting to MinnSPRA Board President and working closely with the Board Members and/or Committee Chairs.
- Services will be reviewed in six months, with the goal of ongoing confirmation of the contract. Subsequent reviews will be done annually by the Board.
- Between May and the annual board retreat, the prior year's executive committee will meet with the Coordinator to do a two-way review – both to assess the coordinator's performance and to enable the coordinator to offer suggestions for improving board operations.

Contact for proposals: All questions and proposals should be directed by email to Brett Johnson, Brett.Johnson@anoka.k12.mn.us. No phone calls please. Visit the MinnSPRA website at www.minnspra.org for more information. Questions regarding the position will be posted. Responses from the Board can be viewed.

Deadline: Proposals are due to the above email address no later than July 8, 2011.