



Job Description

Position Title: Lake George Improvement District Administrative Coordinator

Purpose: The person in this position will provide staff assistance for the LGID Board of Directors in carrying out its duties.

Duties/Responsibilities

- Attend and record minutes of all regular, annual, and special meetings of the LGID Board of Directors.
- Distribute minutes to board members and others in a timely manner.
- Provide notice of the District Annual Meeting and special meetings in accordance with the requirements in MN Statute 103.571 and LGID Bylaws Article 4, section 4.5.1.

Qualifications.

- Excellent written and verbal communication skills.
- Ability to work with a variety of adults and youth
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail

Orientation/Training

- Consultations with BOD to learn history, procedures and practices of the LGID
- Coaching and support by BOD chair

Commitment

- Annual, August-August. Time varies per month. Most time spent April-October when LGID holds monthly meetings

Compensation:

- \$500 per year payable at time of annual meeting
- Allowable mileage covered at approved government rate.
- All program supplies and postage to be billed at cost.

To Apply

- Submit resume and a statement describing why you are interested in this position; detail education, experiences and skills related to responsibilities and qualifications as indicated above.
- Include full contact information including your home address, telephone number(s), email address, and best time of day to call.
- Applications accepted until position is filled.
- For additional information contact Juanita at 763-753-4636_
- Send completed materials to:
Juanita Reed-Boniface, Chair, LGID, PO Box 425, St. Francis, MN 55050