ADMINISTRATIVE & EVENTS COORDINATOR

Position Overview:
The Administrative & Events Coordinator manages day-to-day administrative operations, streamlining processes, maintaining organizational records, and coordinating internal and external event logistics. This position also leads the planning and execution of MNPQC's Annual Summit, along with smaller events throughout the year, in collaboration with the planning committee. As part of a dynamic and evolving small nonprofit, this role is essential to ensuring efficient operations and organizational success.

Reports to: Communications and Outreach Manager

BENEFITS/DETAILS:

- Full-time, remote work position supporting the goals of the Minnesota Perinatal Quality Collaborative; must reside in Minnesota
- Some in-state travel (mileage and expenses reimbursement)
- Wireless connectivity allowance available, separate from compensation (including cell phone)
- Computer and software tools provided
- Flexible schedule and paid time off (PTO)
- Health, dental, and vision insurance available
- Short-term disability
- 401(k) Qualified Retirement Plan available
- $53,000-$58,000 starting annual pay range at 1.0 FTE (other FTE options can be discussed)
- Performance and benchmark compensation increases are available annually

RESPONSIBILITIES

1. **General (40%)**
    a. Manage and monitor MNPQC's general email inbox, ensuring timely responses and appropriate routing of inquiries.
    b. Maintain and update organizational systems, procedures, and policy documentation.
    c. Support basic financial administrative tasks, including tracking invoices and maintaining expense documentation.
    d. Coordinate and schedule meetings, appointments, and travel arrangements as needed for staff members.
    e. Provide administrative support to staff members as needed.
    f. Assist with basic human resources functions, such as onboarding documentation and record maintenance.
    g. Ensure compliance with company policies and legal guidelines.

h. Identify opportunities to improve administrative processes and support the implementation of efficiencies.

2. **Internal and External Meetings (30%)**
    a. Manage the preparation and distribution of meeting agendas, materials, and minutes for committees, faculty, and board meetings.
    b. Maintain and coordinate schedules for recurring meetings, including committee and board meetings.
    c. Manage meeting logistics, including Zoom or ECHO setup, time management, and troubleshooting as needed.

3. **Annual MNPQC Summit & Smaller Event Planning Throughout the Year (30%)**
    a. Coordinate event logistics, including venue selection, catering, lodging accommodations, and vendor management for in-person events.
    b. Organize and execute MNPQC's Annual Summit in collaboration with the planning committee.
    c. Manage the preparation and distribution of all event communications and materials, including agendas, run-of-show documents, and recruitment emails, to ensure smooth execution.
    d. Track and manage event budgets, including registrations, sponsorships, payments, and grant-related expenses.

DESIRED EXPERIENCE & SKILLS:

- Associate degree plus one to three years of related experience, a bachelor's degree, or equivalent life experience.
- Proven experience with administrative support and event planning for a nonprofit or similar entity.
- Strong communication and collaboration skills, with the ability to work well independently.
- Experience scheduling meetings and webinars of varying sizes, both internally and externally, using tools such as Zoom, Google Calendar, and Basecamp.
- Experience managing projects, including tracking deadlines and tasks.
- Business or office management experience.

TO APPLY:

We know a resume doesn't tell the whole story. While we care about the qualifications you bring to the table, we also care about who you are and what motivates you. Include in your application an introductory letter addressing the following questions (no more than one page):

- What interests you about this position and working with the Minnesota Perinatal Quality Collaborative (MNPQC)?
- Tell us about your experience with administrative coordination and event planning, including both virtual and in-person meetings.

- An event rarely goes exactly as planned. How do you approach unexpected challenges while keeping things running smoothly?
- What strengths, experiences, or perspectives would you bring to this role and to the MNPQC team?

Please email your resume and written responses to the questions above to Cassie Mielke, Communications & Outreach Manager, cassie@minnesotaperinatal.org.

Application deadline: December 11, 2026.

About MNPQC
The Minnesota Perinatal Quality Collaborative (MNPQC) is a network of organizations, medical providers, content experts, and community voices. We aim to improve perinatal and infant health outcomes, with a focus on improving perinatal health for all mothers and families.

The MNPQC aims to provide the best, safest care for mothers and infants statewide with advanced, sustained, data-driven practices that improve quality care and reduce health differences.

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