

**Working Title: Communications & Executive Services Coordinator**  
**Job Class: Office and Administrative Specialist, Senior**  
**Agency: Social Work Board**

- **Job ID:** 89493
- **Location:** St. Paul
- **Telework Eligible:** Yes/hybrid
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 10/09/2025
- **Closing Date:** 10/16/2025
- **Hiring Agency/Seniority Unit:** Social Work Board / Social Work Board-AFSCME
- **Division/Unit:** Board of Social Work
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$22.23 - \$30.09 / hourly; \$46,416 - \$62,827 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 206 - Clerical/AFSCME
- **Work Area:** Social Work Board
- **FLSA Status:** Nonexempt
- Designated in Connect 700 Program for Applicants with Disabilities: Yes

**The work you'll do is more than just a job.**

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

**Job Summary**

The Minnesota Board of Social Work ensures residents of Minnesota receive quality social work services by establishing and enforcing professional standards. The Board keeps Minnesotans safe by: 1) licensing qualified social workers; 2) investigating and resolving complaints when service do not meet standards; and 3) providing outreach and education.

The Board is seeking a Communications and Executive Services Coordinator to design and coordinate board communication and outreach strategies and activities; provide executive administrative support to the Executive Director and Board; coordinate, review, process and approve applications for licensure and examination; and perform other tasks to support overall agency effectiveness and results.

This position may be eligible for a hybrid telework arrangement after orientation and training are completed. With a telework agreement, onsite attendance will be required for team members or as requested by management to meet business needs. Completion of a telework agreement will be required. Please review the [Telework Policy](#) for details.

**Minimum Qualifications**

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

- Experience providing customer service, administrative support or technical assistance to diverse customers.
- Knowledge of communication sufficient to write, prepare and edit materials, using correct spelling, punctuation, grammar, and sentence construction; communicate effectively with internal and external customers; and explain the reasons for transactions, procedures, rules and regulations so others understand the information they are being given.
- Customer service skills sufficient to provide prompt, courteous and accurate information to customers in person, on the phone, and through other written correspondence and effectively communicate and elicit information with tact and diplomacy.
- Spreadsheet skills to effectively use software applications such as Microsoft Excel to create, enter, compile, store and retrieve data in a variety of reports and budget documents.

- Word processing skills to effectively use word processing software applications such as Microsoft Word to construct and type letters, memos, reports, and meeting minutes that are grammatically correct, in proper format and free of spelling errors.
- Skill in desktop or website publishing sufficient to use software, such as Adobe Indesignor, Microsoft Publisher, or SharePoint to design, lay out, and produce a variety of publications for the agency.
- Database management sufficient to develop queries, pull relevant data, analyze data, and compile and format reports in appropriate format for formal presentation.

## Preferred Qualifications

- Associate's degree or higher in business, office administration or relevant areas.
- Experience using Microsoft Office (Word, Outlook, Excel, and PowerPoint) at an intermediate level.
- Experience with web design, designing communication materials such as brochures, forms and templates for internal and external customers.
- Experience communicating effectively with external and internal customers.
- Knowledge about state regulations, policies, and procedures regarding health occupation regulation.
- Ability with training to have a working knowledge of the Minnesota Government Data Practices Act, Minnesota Statute Chapter 214, Minnesota Statute 13 and 13D, and the Board's Practice Act.

## Additional Requirements

Successful applicants must pass a criminal background check through American DataBank and employment reference checks prior to employment. A criminal history does not automatically disqualify an applicant, and each case will be reviewed individually in alignment with fair hiring practices.

## How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about this position, contact Youa Yang at [youa.yang@state.mn.us](mailto:youa.yang@state.mn.us). If you have questions about the selection process, contact Nella Austin at [nella.austin@state.mn.us](mailto:nella.austin@state.mn.us) or [651-201-8005](tel:651-201-8005).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Nella Austin at [nella.austin@state.mn.us](mailto:nella.austin@state.mn.us).

## Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

## Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

### Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans

- Fertility care, including IVF
- Diabetes care
- Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

**Support to help you reach your career goals:**

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at [studentaid.gov](https://studentaid.gov))

**Employee Assistance Program (EAP) for work/life support:**

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

## **EQUAL OPPORTUNITY EMPLOYERS**

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

## **APPLICANTS WITH DISABILITIES**

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and let us know the support you need.