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**ASSISTANT DIRECTOR**

Vacant

## **Volunteer Executive Fellowship with Federal Executive Board of Minnesota**

### **Position Description**

#### **Organizational Background**

This position is located in the Federal Executive Board of Minnesota (FEB-MN). The incumbent will provide administrative and program support to the FEB-MN Executive and Assistant Directors. Volunteer student executive fellows will work in coordinating programs for all 90+ Federal Government offices in the State of Minnesota serving approximately 45,000 employees. Federal Executive Boards (FEB) were established in 1961 to improve coordination among Federal activities and programs outside Washington, D.C. The FEB-MN's goal is to improve the quality and productivity of federal services to the general public. The FEB-MN sponsors executive seminars, retirement seminars, coordinates major programs/events, skill development training, conducts federal community outreach activities, and recognizes federal employees at the annual "Civil Servant of the Year" awards ceremony, as well as partners with FEMA to support emergency preparedness and continuity of operations activities for interagency coordination.

#### **Duties**

Incumbent is responsible for the day to day operation of this office. Works with FEB Executive and Assistant Directors and federal agency heads to provide combined services to all agencies that would not be possible to support for smaller, isolated agencies. Primary responsibilities are as follows:

- Organizes multi-agency training opportunities
- Manages online registration system
- Manages general constituent support for the office by phone/email
- Provide support to the leadership in the FEB Policy Board
- Prepare Annual Report
- Conduct print and video marketing and design for FEB programs
- Organize special fundraising drives for FEB and its Councils
- Conduct some website administration (Joomla CMS)
- Provide support for Regional Congressional Briefing
- Organize 23 Federal employee health benefits fairs across state of MN
- Provide planning support for 500-person awards banquet

#### **Qualifications**

Candidates for this position will show a strong desire to work with the Federal government. Incumbent must be a U.S. citizen. Other competencies required for the position include:

- Administrative Support
- Attention to Detail

- Creativity
- Customer Service
- Financial Management
- Flexibility
- Gather and Analyze Data
- Interpersonal Communication
- Marketing
- Multimedia Communication
- Office Automation
- Oral and Written Communication
- Plan and Organize Work
- Publications Design
- Records Management
- Teamwork
- Technology Application

### **Supervisory Controls**

The incumbent is under the general supervision of the FEB Assistant Director. Assignments are given in terms of overall purpose and expectations. Completed assignments are reviewed for conformance to policies, procedures, and guidelines for coordination and overall effectiveness. Technical problems are independently resolved.

### **Scope and Effect**

The purpose of the work is to plan and carry out projects for the Federal Executive Board to improve the efficiency and productivity of the Policy Board. The administrative expertise and training management provided by the incumbent affects the ability of the FEB staff and the Policy Board to make informed decisions. Duties include substantive program administrative responsibilities that involve short- and long-range planning. The work significantly contributes to the efficient accomplishment of the Federal Executive Board's mission.

### **Work Environment**

Work normally performed in an office setting, however, also requires some outside activity in providing support to FEB activities. Driving to and from locations in the metropolitan and outlying area is required to attending training session, conferences and business meetings.

### **Physical Demands**

Some lifting, walking short distance, standing, bending, carrying of small items is required.

### **Pay, Benefits and Work Schedule**

This is a volunteer developmental position. MNFEB supports the family friendly workplace by offering flexible work schedules. The MN Federal Executive Board (MNFEB) requires part time (10-24 hours per week) support from December 2017 – December 2018.

### **Location**

The position is located at the Bishop Henry Whipple Federal Building in Fort Snelling, immediately north of the Minneapolis/St. Paul International Airport. This location is served by many local bus lines, the Light Rail System, and free parking is available. See the FEB website for more information: <https://minnesota.feb.gov>.