



Position: Operations Coordinator

Direct Manager: Executive Director

Status & Location: Full-time, non-exempt. 40 hours/week, on-site at our Midtown Detroit office.

Preferred start date: week of February 21st, 2019.

Why We Need You:

We are seeking an organized and ambitious Operations Coordinator to develop and maintain organizational systems, support marketing efforts, and manage projects with various staff, volunteers, and Board members. Candidates should have 2+ years experience in administration and/or project management and the demonstrated ability to effectively coordinate big-picture projects and day-to-day operations in a team environment. The Operations Coordinator interfaces with many internal and external stakeholders and a successful candidate will excel in all forms of communication.

Job Responsibilities include:

- 1. Partner with Executive Director and Program Director in organizational capacity building and fulfilling the human resources function for full and part-time staff - 30%**
 - a. Prepare staff and writer employment forms, background checks, direct deposit, etc. Maintain employee and contractor record files.
 - b. Coordinate payroll and PTO with Bookkeeper to ensure accurate staff compensation.
 - c. Coordinate insurance, 401K plan, and other benefits.
 - d. Support hiring processes, including creating job descriptions, posting, tracking, and hiring applicants.
 - e. Supervise the ongoing volunteer/intern recruitment and management.
- 2. Coordinate logistics for programming, fundraising events, and internal meetings - 20%**
 - a. Organize event details for signature InsideOut programming events (Youth Writers Conference, Annual Fundraiser) including reserving event spaces, coordinating catering, invitations, etc.
 - b. Support Development Associate in organizing fundraising event details.
 - c. Staff programming events or fundraising events as directed by Executive Director.
 - d. Send reminders/notices to Board/staff regarding meetings, etc.
- 3. Support social media, marketing, and branding efforts as directed – 20%**
 - a. Coordinate social media strategy and execution, including Facebook, Instagram, and Eblasts.
 - b. With Executive Director, act as liaison between staff and Board-led marketing committee.
 - c. Update Wordpress website as needed.
- 4. Oversee office management to ensure a secure, orderly office for staff and visitors - 15%**
 - a. Act as a liaison with Bookkeeper, Finance Committee, and InsideOut staff to create efficient and simple processes to support finance and operations.
 - b. Answer phones, greet and assist visitors to the office. Field and direct daily mail and email requests.
 - c. Manage security, phones, computers, and account passwords.
 - d. Identify best practices and improve internal systems with an eye toward future needs (calendars, file sharing, phones, etc.).



- e. Maintain orderly archive of digital and print files and school publications.
- f. Coordinate delivery of school publications, including staffing, space, and distribution.
- g. Order supplies as necessary.
- h. Maintain organized and attractive main office for visitors.

5. Provide support to Development Team as needed - 10%

- a. Assist Executive Director with grant preparation and communication to funders.
- b. Scan and file grant award letters and add report dates to grants Google calendar
- c. Receive and begin front-end processing of donation and grant checks.

6. Support Board of Directors' activities, organization, and engagement - 5%

- a. Support Executive Director in Board meeting preparation and communications.
- b. Facilitate bi-monthly Board meetings (reserve meeting space, ensure invitations, agendas and materials are circulated in a timely fashion).
- c. Attend bi-monthly meetings. Take attendance and minutes for approval by Executive Director.
- d. Maintain files with minutes, articles of incorporation, by-laws, and committees, etc.

What we're looking for in a candidate:

Qualifications

2+ years in nonprofit administration or relevant field
Experience leading projects in a team environment
Ability to manage various timelines and multitask effectively
Excellent verbal and written communication skills
Persistence and strong follow through skills when working with all stakeholders
Flexibility and positivity when working in a fast-paced environment
Strong knowledge of Microsoft Office Suite and Google Suite

Preferred

Familiarity with Wordpress
Social media/marketing experience

Salary

\$33,000-36,000, commensurate with experience
Benefits include paid time off, health insurance, and a retirement plan.

To apply for this position, please send resume and cover letter to: hire@insideoutdetroit.org by Monday, January 21st.

Finalist candidates will be contacted for an interview. No calls, please. InsideOut Literary Arts is an Equal Opportunity Employer. We value diversity in our team

Note: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.