



Position: Operations Assistant

Direct Manager: Operations & Communications Manager

Status & Location: part-time, 10-15 hours/week
on-site at our Detroit office with some remote work

Compensation: \$20-25/hour based on experience

Joining the InsideOut Literary Team:

We are writers, artists, educators, community activists, and more who share a passion for access to arts education and the power of youth voice. Our team culture of creativity, equity, growth, and community center all that we do. We promote a healthy work-life balance and are continually working to improve our structures that support our team members as whole people in their everyday lives outside of work.

Why We Need You:

We are seeking a detail-oriented Operations Assistant to support our day-to-day financial systems, office management, and events. The Operations Assistant will have demonstrated experience in administrative or operations work, and should thrive in environments where they are tasked with precision, organization, and improving systems. Event coordination or support experience is a plus.

Job Responsibilities include:

1. Support day-to-day financial processes. - 50%

- a. Log incoming checks and apply program and account codes.
- b. Make weekly deposits of checks and cash.
- c. Process outgoing checks on a weekly basis.
- d. Submit invoices for payment.
- e. Manage access to credit card and bank information, sharing with staff and funders as appropriate.
- f. Send monthly bank statements to Bookkeeper for reconciliation.

2. Support day-to-day office management. - 30%

- a. Field and direct incoming phone, email inquiries.
- b. Coordinate mailings as directed.
- c. Receive and process incoming mail.
- d. Support maintenance of office equipment, including copier.
- e. Order supplies as necessary.
- f. Maintain organized and attractive office space.
- g. Maintain orderly archive of school publications.

3. Support fundraising and programming events. 20%

- a. With Executive Director and Development Manager, assist with planning for InsideOut fundraising events. Coordinate logistics, including reserving event spaces, coordinating catering, communications, etc.
- b. Staff and support on-site programmatic events as directed.



4. Other duties as assigned.

How is success measured?

By timely and accurate financial processes; responsive communications to external and internal stakeholders; a well-run office environment; well-supported and organized fundraising events and strong on-site event support; and through positive feedback from all stakeholders.

What we're looking for in a candidate:

Qualifications

- 1+ years professional experience in administrative or operations roles
- Excellent organizational skills
- Ability to multitask effectively
- Excellent verbal and written communication skills
- Flexibility and positivity when working in a fast-paced environment

Preferred

- Strong knowledge of Google Workspace Suite
- Interest in the literary arts, education, or youth development

Compensation: \$20-25/hour, commensurate with experience

To apply for this position, submit a resume and answers to questions in the [Google Form application](#) by Sunday, October 18th. Interviews will take place in November. The goal start date for this position is on or before January 4, 2027. Finalist candidates will be contacted for an interview. No calls, please.

InsideOut Literary Arts is an Equal Opportunity Employer. We value and seek diversity in our team.