

OutFront Minnesota Operations & Administrative Coordinator Job Description

Position: Operations & Administrative Coordinator

Salary: \$50,000

Are you interested in putting your talent to work for LGBTQ+ equity and justice at OutFront Minnesota? We're looking for a super organized and detail oriented person to join OutFront Minnesota's engaging and inspiring team as Operations & Administrative Coordinator. The right candidate will join a dedicated, passionate staff and board who are deeply committed to making Minnesota a state that is equitable and affirming for all LGBTQ+ people. OutFront has a respectful and collaborative work environment, where excellence, continuous learning, and creativity are highly valued.

Work Hours | Full-Time, Non-exempt; the occasional evening and weekend for events | with healthcare, dental, & vision options, vacation, and other benefits

Reports to: Executive Director

Organization Background

OutFront Minnesota is the state's largest organization advocating for and serving lesbian, gay, bisexual, transgender, and queer (LGBTQ+) Minnesotans. Founded in 1987, OutFront Minnesota's mission is to create a state where LGBTQ+ people are free to be who they are, love who they love, and live without fear of violence, harassment, or discrimination. OutFront is leading Minnesota toward LGBTQ+ equity through a combination of public policy, community education, direct service, organizing, and policy advocacy. The overall goals of our work are to: (1) strengthen the movement for LGBTQ+ equity; (2) develop leaders who can organize others to work toward LGBTQ+ liberation; (3) win over the hearts and minds of Minnesotans.

On a day-to-day basis, this position will: (a) manage internal operations and administrative functions to ensure consistent and efficient work flow; (b) be the first point of contact for visitors to the office or by phone (once staff are back in the office); (c) coordinate internal meetings and events; and (d) manage all vendor relationships. This full-time position will also help coordinate the calendar and activities of the executive director as needed and requested.

Job Responsibilities:

- Coordinate all internal administrative systems to ensure the highest efficiency. These include:
 - Managing Outfront's general email account and responding to each message or routing to appropriate staff.
 - Scheduling external training events and coordinating the calendar with all staff and contracted trainers.
 - Collect, separate and distribute the mail.
 - Oversee all vendor relationships.

- o Scheduling all staff events and other internal scheduling needs. Coordinate communications around these activities and any other items of an all-staff nature.
- o Maintain the physical office space, including the purchasing of needed office supplies, merchandise and other general office needs.
- o Maintain and organize the organization's Shared Drive.
- Function as the first point of contact for all visitors to the office and those calling into the office. Redirect visitors and callers as needed.
- Manage Outfront's hiring email account and coordinate the administrative functions of all hiring processes.
- Coordinate human resource functions in tandem with the Executive Director and outside contracted support.
- Coordinate all onboarding and off-boarding of staff.
- Prepare deposits and bring them to the bank.
- Complete donation and membership entries into Outfront's database, EveryAction and process acknowledgements on a timely basis. Reconcile all deposits with EveryAction.
- Work with the Executive Director to ensure timely and appropriate communications with the Board of Director, including managing all board meeting materials and communications.
- Working with Outfront's technology consultant, coordinate the organization's technology needs and maintain the website.
- Other duties as assigned and appropriate.

Requirements:

- 2-4 years of experience supporting administrative and operational needs of a small team.
- Attention to detail and outstanding time management skills.
- Ability to assess current systems and processes and make changes and adaptations to improve efficiency, workflow and productivity.
- Working knowledge of the Google Workplace system, and experience within multiple technology platforms, including Microsoft Office.
- Proven competence as a database user.
- Excellent verbal and written communications skills.
- Working knowledge of human resources.
- Strong commitment to equity for LGBTQ people, disabled people, people of color, transgender people, youth, elders.
- Desire for coaching and learning new things.
- Proven ability and desire to work across differences such as race, gender, ethnicity, age and other aspects of identity.

To apply, upload a resume and cover letter [here](#), application materials submitted outside this form will not be considered. Interviews will be scheduled after the application

deadline. Interviews will be conducted via video call. Please submit applications by **October 29, 2021**.

Compensation starts at \$50,000 and includes a retirement plan, paid vacation, and benefits. This is a full-time position. During COVID-19 our staff has been working remotely, and we will reevaluate returning to the office when it is safe to do so.

OutFront Minnesota is deeply committed to social, racial, gender, and economic justice. We strongly encourage persons of color, women, trans folks, queer people, and those who are unemployed or underemployed to apply.