

TWIN CITIES MEDIA ALLIANCE | OPERATIONS ASSOCIATE POSITION

DEADLINE TO APPLY: WEDNESDAY, SEPTEMBER 20, 2017 AT 11:59P (CST)

Founded in 2005, Twin Cities Media Alliance (TCMA) is a nonprofit media arts organization that equips individuals and organizations with the power of media arts to shape narratives that advance equity and justice. We're looking to bring on a sharp, driven and excessively organized operations associate as a clutch team player on our small team. The operations associate works closely with the Executive Director to coordinate and implement effective systems, and build and maintain a strong internal infrastructure.

RESPONSIBILITIES

Finance and Development

- Maintain accounts receivable and accounts payable, payroll, receiving and processing donations, vendor contact info and W-9s, and other bookkeeping tasks via Quickbooks*
- Prepare 1099s and work with certified public accountant to prepare Form 990
- Assist with researching and resolving reconciling items as needed
- Hold monthly finance calls with board Treasurer, and report on financials at designated board meetings (approx. once per year)
- Manage CRM database, and ensure timely, accurate data entry of gifts into the donor database
- Create and disseminate gift acknowledgement letters
- Assist with grants research and maintaining the grants calendar; support ongoing reporting and general communications with funders
- Pull financial reports, as requested

Human Resources

- Manage employee payroll and vacation day tracking via ADP
- Assist in recruitment, hiring and exit processes, including conducting background checks, compiling and completing new hire paperwork, processing employee termination files and exit paperwork
- Maintain employee HR-related materials, such as the employee handbook
- Maintain contractor HR-related materials, such as contracts and tax paperwork
- Address employee questions about benefits including eligibility, coverage, paycheck deductions and enrollment

Administration/Office Management

- Assist Executive Director in preparation of board activities
- General administrative tasks including: answer and check voicemail for general phone line, order supplies, send thank you letters
- Serve as a liaison to all technology support professionals
- Support post event customer relationship management (e.g. transferring event attendees contact info into CRM database)
- Assist with finding and managing vendors for operations-related projects, when needed
- Participate in TCMA staff meetings, 1-on-1 meetings and events

****Basic Quickbooks training can be provided, if needed.***

*****Other responsibilities may be determined based on the needs of the organization and the skills and experience of the chosen applicant.***

ESSENTIAL QUALIFICATIONS

- At least 2-3 years of experience in nonprofit management, nonprofit administration/operations, development, nonprofit finance or related field
- Extremely organized, strong attention to detail and ability to multitask with minimal supervision
- Highly self-motivated with an unwavering ability to set and meet deadlines and follow up
- High aptitude for learning, and is receptive to ongoing constructive feedback
- Excellent written, interpersonal communication and collaborative skills
- Flexible problem solver who can adapt to new challenges in a dynamic work setting
- Tech-savvy and feels comfortable with Google Drive (or Microsoft Office) and WordPress.
- A positive attitude and an overall clutch team player

AT YOUR CORE

- A highly self-motivated individual who has an unwavering desire and commitment to equity and justice
- Awesome sense of humor and desire to support a sharp, resourceful and loveable team
- Thrives in a culture of thinkers and builders of different backgrounds
- Obsessed with excellence and professional standards of fairness, accuracy and transparency.
- Not afraid to play a role in growing an up-and-coming organization

This is currently a part-time position with opportunity for growth within the position and advancement within the organization. This position requires an average of 10-15 hours/week, with additional hours granted during busy periods. Compensation is \$18-\$21/hour depending on experience. Benefits include vacation pay and flexible schedule and work environment. Deadline to apply is 11:59 p.m. (CST), on Wednesday, Sep. 20, 2017. Interested applicants should submit a cover letter and resume to hello@tcmediaalliance.org.

Twin Cities Media Alliance is an equal opportunity employer committed to building a team that reflects our mission. We encourage applications from candidates who identify as people of color, LGBTQIA or are from other historically marginalized communities.