

J O B A N N O U N C E M E N T

POSITION: Office Manager
SALARY: \$50,000
BENEFITS: Full medical and dental insurance for employee and dependents; disability insurance, employer contributions to 401K retirement plan; paid sick and vacation; and a generous holiday schedule.
REPORTS TO: Operations Director
OPENING DATE: May 31, 2019
CLOSING DATE: Open until filled

ORGANIZATION SUMMARY: The Minnesota Indian Women’s Sexual Assault Coalition (MIWSAC) is a tribal organization dedicated to ending sexual violence against Indigenous people. We are the tribal sexual assault coalition for the state of Minnesota, and we also run multiple National Tribal Technical Assistance and Training projects with the Office on Violence Against Women. We provide training and support to advocates and social service agencies who work in tribal communities or who work with Native people living in urban areas. MIWSAC continually centers the teachings of our grandmothers in our work to end sexual violence, and we believe that culturally specific strategies are one of the keys to ending violence in our communities.

POSITION PURPOSE: The Office Manager works with the Finance Director and Executive Director to support the operation of the Minnesota Indian Women's Sexual Assault Coalition. The Office Manager is responsible for the day-to-day functioning of the St Paul office and also works with remote staff to promote a positive work environment that ensures organizational effectiveness, communication and coordination. The Office Manager efficiently organizes, coordinates and/or maintains office systems and procedures to promote smooth operations in support of MIWSAC’s mission. The Office Manager also provides general administrative support to management and staff, regularly serving as liaison to visitors, vendors and community members.

QUALIFICATIONS:

- Ideally, applicants have experience and working knowledge of issues facing sexual assault survivors and the impact of sexual assault on American Indian and Alaska Native women; and have general knowledge of the American Indian community at large;
- Exhibits support for and adherence to MIWSAC’s mission and tribal decision-making process;
- Excellent administrative and organizational skills, with meticulous attention to detail;
- Demonstrated experience providing administrative support in a non-profit setting;
- Excellent computer skills and experience including proficiency in MS Word, Outlook, Access, Excel, PowerPoint, email scheduling tools and other web-based systems;
- Technological savvy with experience selecting and overseeing software installations and managing relationships with IT vendors and networks;
- Excellent time management skills, including flexibility and the ability to balance multiple deadlines in a small, team-oriented, fast-paced office;
- A social justice orientation and demonstrated ability to work collaboratively with people from diverse backgrounds and communities;
- Strong interpersonal skills, humor and compassion;
- Strong oral and written communication;
- Must have daily access to a vehicle to be able to run errands as requested;
- Has a strong work ethic and outstanding interpersonal skills;
- Ability to work independently;
- Detail oriented with strong organization and problem-solving skills;

- Applicant must exemplify respectful conduct regarding MIWSAC business both inside and outside of the office setting; and
- Experience with completing federal grant compliance and reporting is desired.

EDUCATIONAL REQUIREMENTS:

- An Associate's degree in administration, business or related field; and
- At least five years of experience in office administration; OR
- Any combination of education, experience and measurable performance that demonstrates the capability to successfully perform the duties of this position.

DUTIES AND RESPONSIBILITIES:

- In consultation with the Finance Director, Operations Director, and Executive Director, the Office Manager has primary responsibility for maintaining and updating office information and operations procedures including: filing systems; managing all routine communication; processing checks, cash and invoices; and maintaining office schedules and assisting with logistics of program events as requested.
- The Office Manager serves as the primary coordinator of the St Paul site and acts as liaison with remote staff, including maintaining supplies, equipment and other items needed for effective operations across the organization.
- In consultation with the Finance Director, Operations Director, and Executive Director, the Office Manager negotiates, maintains agreements and serves as liaison to vendors and administrative contractors.
- The Office Manager serves as staff liaison with IT services to coordinate physical and software computer needs.
- The Office Manager provides general administrative support to the Management Team, including specific executive support of the Finance Director, Operations Director, and Executive Director; logistical support of the Circle Keepers/Board of Directors as well as assistance with scheduling, correspondence, event planning and logistics, donor fundraising and grants administrative management.
- The Office Manager works with all staff and Circle Keepers/Board to support and implement the vision, mission and values of MIWSAC.
- Work cooperatively with MIWSAC staff, Board, consultants and constituents.
- Participate; and take minutes in regular meetings with other staff.
- Promote and address accessibility in programming and operations.
- Foster a social change approach that centers anti-oppression and equity while working to end gender-based violence.
- Performs other duties as assigned by the Executive Director or the Operations Director.

TO APPLY:

Please send cover letter, resume, and 3 – 5 business references to:
Nicole Matthews, Executive Director
Minnesota Indian Women's Sexual Assault Coalition
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