

**Maine Boys to Men (MBTM)** seeks a part-time **Administrative Operations Manager** (up to 24 hours per week) with potential increase in hours over time. You will be an integral part of our program expansion plans as we strengthen our operational systems, tools, and processes for improved efficiency and continued growth. This position reports directly to the Executive Director with a salary range of \$20.00 to \$23.00 per hour based on experience, plus partial-pay health insurance and short-term disability insurance. We offer three weeks of paid time off and 13 paid holidays.

### **Our Organization**

Based in Portland, Maine and founded in 1998, our mission is to end all forms of male violence and self-harm while advancing gender equity. We do this by providing direct programming that empowers youth and adults to bring positive change to their communities. Our unique set of experiential workshops, rooted in a broader view of masculinity, give all people the power to notice and intervene in potentially harmful situations long before they become violent. Our dedicated team, board leaders, and volunteers have created a growing and robust organization that offers high impact programming in the state of Maine and beyond. Importantly, we are committed to deepening our understanding of complex dynamics at the intersection of gender, race, class, and sexuality.

### **Administrative Operations Manager Job Description**

#### **Responsibilities include a strong ability to:**

- Assess organizational processes and work with the Executive Director to prioritize projects that improve operational effectiveness.
- Lead operational processes and any improvement projects in collaboration with staff members, contractors, and volunteers.
- Maintain various organizational and operational policies and procedure manuals; propose changes as necessary in response to developing organizational needs, new legislation, and/or best practices.
- Assure that all records, both online and physical, are confidentially and securely maintained and archived.
- Assist with the exploration, implementation, and management of technology solutions to support the needs of a rapidly growing and expanding organization.

#### **General Administrative Operations/Core Responsibilities:**

- Process incoming mail; make bank deposits; create letters of agreement; maintain office equipment (printers and computers); order supplies; maintain all administrative files.
- Support personnel processes, including confidential handling of personnel documents, onboarding coordination (including background checks) for employees, volunteers and interns, and benefits administration.
- Maintain processes and reports to track staff time and spending against restricted grants.
- As necessary, assure compliance with federal grants, reports and paperwork through the necessary channels.
- Manage all Google Workspace apps and drives, as well as backup systems.

- Maintain, update, and revise WordPress website, including restricted member portal. Maintain licenses in GoDaddy.
- Ensure that all subscriptions are in current use by staff.
- Oversee all technological needs, repairs and solutions for both software and hardware needs or problems.
- Support programs by obtaining lodging and catering reservations.
- Respond to all phone messages as well as inquiries from web form.
- Locate meeting/office space as necessary for program delivery; provide necessary documentation for the rental; be point of contact for host staff. As necessary, assist with identifying and leasing permanent office space.
- Provide support to the Executive Director and Board of Directors. Specific tasks may include, but are not limited to, drafting budgets, processing board materials, and maintaining board Google Site and Drive.
- Ensure compliance with established policies and procedures.
- Other administrative duties as assigned.

## **Qualifications**

### **Required:**

- Ability to organize multiple workstreams in a systematic and efficient manner.
- Digital fluency, familiarity with productivity solutions (i.e., Google Workspace, Slack, Zoom), social media platforms (i.e., Facebook, Twitter, and Instagram), and graphic design tools (i.e., Canva), and ability to learn new technologies.
- Detail-oriented problem-solving skills.
- Strong writing and communication skills.
- Flexibility and adaptability.
- Commitment to promoting shared leadership and actively contributing to a highly supportive and effective work culture.
- Ability to work independently and collaboratively as project lead or participant.
- Sense of humor, integrity, and strong work ethic.

### **Desired:**

- Three or more years of leadership experience with nonprofit administrative operations.

### **Compensation:**

The position is part-time (up to 24 hours per week). Salary range: \$20.00 to \$23.00 an hour based on experience plus partial-pay health insurance and short-term disability insurance. We offer three weeks of paid time off and 13 paid holidays.

**Location:** This position will work largely on-site in our Portland, Maine office.

### **Organizational Culture:**

Maine Boys to Men is a courageously committed team of people who harness the power of youth and adults to advance gender equity and end all forms of male violence and self-harm.

<p><b>We are a mission-impact- and results driven organization.</b> We genuinely love what we do and believe our work is making a difference.</p>	<p><b>We are becoming known for our ability to create change with support and connection in the world.</b> Things move fast here. We are efficient and prepared and we offer programming with high value and impact.</p>
<p><b>We aspire to be the best at what we do and we believe we work better together.</b> We have open communication and personal connections which enable us to apply all our voices in service of our vision.</p>	<p><b>Our work and relationships to each other are rooted in vulnerability, connection, empathy and belonging.</b> We acknowledge setbacks and understand that challenges are inevitable; we mine mistakes for new learning.</p>
<p><b>We treat each other with impeccable respect and over-communicate as often as possible.</b> We practice shared leadership and accountability with equal voice. We all pitch in and help where needed.</p>	

**How to Apply:**

Send resume; *cover letter specifically describing your experience related to the above qualifications/responsibilities*; and three professional references to Executive Director Heidi Randall, at [heidi@maineboystomen.org](mailto:heidi@maineboystomen.org).

**Deadline to apply:** February 12<sup>th</sup>, 2023, 5:00 pm EST.

**Start Date:** The ideal start date is March 6, 2023

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.*

All job offers are contingent upon successful background checks.