



Office and Outreach Manager

The Office and Outreach Manager reports to the President of SNO, is responsible for smooth operation of the various office activities in support of the Sheridan Neighborhood Organization and assists in website and social media maintenance. The position manages the daily banking and bill-paying functions; SNO 's Treasurer will perform the financial tracking and reporting. This position also requires the applicant to work with various committee chairs to assist in outreach efforts.

The position is part-time, 20 hours per week, with flexible hours. Neighborhood events and additional meetings may require occasional weekend or evening participation.

Responsibilities:

General Office Management

- Make, answer, and direct calls, process incoming & outgoing mail, greet visitors
- Read and respond to all emails
- Track and order office supplies
- Process and deposit donations
- Process incoming bills and prepare checks for officer signatures
- Maintain business records
- Maintain a well-organized and clean office

Website and Social Media

- Work with SNO to update and maintain the neighborhood website – announcements, approved meeting minutes, etc.
- Work on various avenues of social media distribution (SNO Mail, Twitter, Facebook, Instagram and Nextdoor) and ensure they are up to date
- Create a social media/marketing strategy including but not limited to: SNO events, SNO promotion, community engagement, public meetings, paid advertisements, etc.
- Be the point of contact , and speak on behalf of the SNO board, on all social media inquiries.

Association Databases and Outreach

- Help create and keep up-to-date a data association database, including but not limited to membership, mailing, property owner and donation lists
- Help develop and implement a monthly outreach strategy to connect with members

Meeting Support

- Coordinate meeting space for board and membership meetings
- Attend monthly Board meeting
- Work with President to set up monthly board agenda
- Order food, set-up and tear down meeting space as needed
- Work with the Board Secretary to ensure minutes are taken
- Attend meetings on behalf of SNO Board. This could be other neighborhood meetings, City of Minneapolis meetings, etc. as requested by the Board. At these meetings you are representing the SNO Board and Sheridan neighborhood and will keep all communication from this point of view.

Other Responsibilities

- Complete and coordinate special projects and other office tasks as assigned
- Become familiar with SNO and its history and assist the President or Committee Chairs as requested.

Required Qualifications/Experience

- Minimum of 2 years of office experience in an office management setting, preferably in a non-profit or volunteer organization
- Experience with bookkeeping functions
- Proficient in Microsoft office products, Word, Excel, PowerPoint
- Experienced user of social media
- Excellent written and oral communication skills
- Self-motivated, driven, ability to work independently and take direction
- Organized, detailed, efficient
- Familiar and passionate about Northeast Minneapolis
- Demonstrated "Customer Relations" skills
- Ability to carry up to 40 pounds.

Salary:

This is a contract (1099) position. Salary range is \$25-\$35 per hour depending on experience and a \$20 per month phone stipend. No other benefits are offered with this position.

The position is open until filled.

Please send cover letter, resume, and 3 professional references to: SNOhiring@gmail.com. No phone calls please.

Sheridan Neighborhood Organization is and EEO Employer