



Minnesota Justice Research Center

Administrative and Office Manager

September 3, 2024

Position Details:

Role: MNJRC Administrative and Office Manager

Position Type: Hourly/independent contractor, 6-month contract, 15-20/hours/week with an opportunity to extend and grow

Compensation: \$25-\$35/hour commensurate with experience

Supervised By: Associate Director

Organization Overview

The [Minnesota Justice Research Center \(MNJRC\)](#) is a nonpartisan, nonprofit organization dedicated to driving meaningful change to Minnesota's criminal legal system through rigorous and community-centered research, education, and policy development.

Position Overview

The MNJRC is a rapidly growing organization with a powerful mission to transform the criminal legal system. Our office at Sabathani Community Center in South Minneapolis serves as the headquarters of our dynamic, hybrid team of staff, contract staff, researchers, and volunteers. The MNJRC is in need of a professional support staff to help keep the office in good working order, support staff with administrative tasks and projects, and serve as the Executive Director's Executive Assistant, including supporting the Board of Directors. To start, this position is structured as a 15-20 hours/week independent contract for 6 months, with an opportunity to extend and grow as funding allows. The position reports to the Associate Director.

Responsibilities:

Administrative:

- Support Executive Director
 - Scheduling meetings
 - Support staying on top of Executive Director's emails
 - Support some paperwork tasks, including reimbursements, setting documents up for electronic signatures (AdobeSign), etc.

- Support scheduling and preparing for all staff meetings
- Support the Board of Directors
 - Schedule meetings of the full board and committees
 - Open Zoom
 - Prepare and send out agenda and other meeting materials
 - Take minutes at meetings
- Support other members of the Leadership Team (Research Director, Community Impact Director, Policy Director, Associate Director)
 - Circulate contracts for signatures, process payments at times (eg, Target gift card incentives, memberships, etc.); support application processing for Research Assistant hiring, room rentals, etc.
- Monitor info@mnjrc.org
 - Respond as able, forward as needed
- Monitor MNJRC's phone calls (via Google Voice. Can use MNJRC cell phone)
 - Respond as able, forward as needed
- Maintain Google Workspace for the organization (shared drive, email administration, Google Voice accounts, etc)
- Maintain Give Butter, MNJRC's CRM database, in partnership with MNJRC's CRM contract support
- Establish and maintain a list of legal and social service resources to refer callers and visitors to
- Other duties as needed

Office management:

- Create a front desk atmosphere in the office
 - Set up an information system where information on MNJRC, key projects, and upcoming events are available to office visitors
- Track office supplies and re-order when needed (set up a system for people to report when something is out and needs to be replenished, for example)
- Keep track of tabling box (and keep supplies on hand for it)
- Support other supply orders (business cards, t-shirts, etc.)
- Be the main contact for communications with Sabathani (for such things as entry fobs, keys, maintenance questions, room rentals, other building updates and meetings)
- Set up any system that we need to make the office run more smoothly
- Other duties as needed

HOW TO APPLY

Please send a brief (1-2 page) cover letter and resume all in one document (PDF preferred) to info@mnjrc.org. Please highlight clearly how your qualifications and experiences align with those listed above and interest in the work. We will accept applications as needed on a rolling basis.