



Position Basics

Position Title: Administrative & Media Support Technician

Hours Per Month: 10-15

Wage Per Hour: \$15.50-16.50

Position Start Date: March 4, 2019

Accepting applications until 2/22/2019

Above The UPRISE Collective

Our mission is to open spaces and provide support for people with targeted identities to engage in social uplift within their own communities, outside of privileged, hierarchical, white supremacist models. The money we make from providing equity and liberation trainings, strategic planning, and organizational technical support offsets the costs of providing free community education classes, direct actions, advocacy, and original program development.

Responsibilities

The Administrative & Media Support Technician is responsible for the technical support of running the business day-to-day. This is not a supervisory position and is very part time with the potential to increase in hours over the next year depending on funding. The right person will have significant experience in equity, liberation, and anti-oppressive practice skills and application.

Basic responsibilities include but are not limited to:

- Researching funding sources
- Researching, contacting, and scheduling meetings, resources, and administrative needs
- Ordering and/or printing materials
- Updating Quickbooks Online Plus
- Tracking spending
- Tracking memberships
- Generating and distributing newsletters
- Communication and coordination for events
- Update website and social media with events and announcements
- Draft correspondence
- Other duties as assigned

Secondary Responsibilities

- Advertising and marketing
- Social Media content generation
- Photography at events

- Coordinating the itinerary, calendar, and travel

Requirements

- Ability to effectively communicate orally and in writing
- Social Media skills (facebook, instagram, twitter, snapchat, linkedin, google)
- Expert skills in Google Drive Suite
- Access to phone and computer (company does not provide)
- Familiarity with android smartphone
- Ability to meet in person once per month
- Ability to maintain high level of self-motivation for independent work
- Proficient in English reading, writing, and oral communication, although other language proficiencies are welcome.
- As we are a small start-up nonprofit with a lot to do - willingness to pitch in as able in other areas is appreciated

Preferred

- Experience with Quickbooks Online Plus (and/or the willingness to learn)
- Ability to use google analytics
- Experience with Weebly website builder

How to Apply

- Send email to community@theuprisecollective.org with resume and cover letter.