



Saint Paul Neighborhood Network
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www.spnn.org

Job Title: Administrative Coordinator
Reports To: Director of Programs and Director of CTEP
Status: 32-40 hours/week, non-exempt
Location: In-office, St. Paul, MN
Compensation: Hourly rate of \$17.50, health and dental insurance, employer match for retirement, life insurance, long term disability, professional development, vacation and sick time

St. Paul Neighborhood Network (SPNN) is seeking a highly organized and detail-oriented administrator and logistical mastermind to support our media education and digital literacy activities.

About You:

You find joy in details and love to make order out of chaos. You understand the importance of getting the little things right so the big things can happen. At SPNN, that might mean coordinating events, collecting materials for grant applications, ordering food, entering donor data, or collecting paperwork from other organizations or contractors. You're a fast learner, you're curious, and you're not afraid to ask questions. A sense of humor is preferred but not required.

What you get to do:

- Be the first line of contact for media education programs
- Support our Program and Community Technology Empowerment Project (CTEP) Teams
- Help plan 3-4 events and screenings throughout the year
- Post classes and events to our website and CRM
- Reserve internal resources for classes and meetings
- Order food for CTEP Corps Days and some internal meetings
- Collect relevant documentation from contractors and new hires
- Update HR records and maintain member and donor information in CRM
- Collect information and documents from CTEP members and host sites
- Work with a team of dedicated media makers and educators who are making the Twin Cities a better place to be

What we need from you:

- 1-2 years of professional experience, including administration and customer service
- Familiarity with CRM systems, preferably Neon
- Working knowledge of the nonprofit sector in the Twin Cities
- Skills in Microsoft Office and Google suites
- Detail orientation and organizational skills to manage multiple projects simultaneously and focus in a dynamic work environment
- Strong written and verbal communication skills
- A keen understanding of the importance of organizational culture and teamwork and the sense to lead when necessary
- Humility, a positive attitude, a sense of humor, and the ability to ask questions and learn new things.

About SPNN:

St. Paul Neighborhood Network (SPNN) is a 501(c)(3) non-profit community media center serving St. Paul, MN, and the Twin Cities metro area. Grounded in the belief that meaningful social justice cannot occur without access to media and technology, our mission is to empower people to use media and communications to make better lives, use authentic voice, and build common understanding.

- **Programs:** Our Programs Team educates the community in a variety of media production techniques through courses and workshops. They offer equipment, studio space and computer facilities for community members to create media and tell important stories.
- **Community Technology Empowerment Project (CTEP):** This AmeriCorps program bridges the digital divide for new Americans and low-income communities in Minneapolis and St. Paul. AmeriCorps members help youth and adults use technology to better access social, civic, educational and economic opportunities.
- **Productions:** The Productions Team at SPNN produces programming for broadcast on SPNN's channels. It covers a wide-range of issues and events in St. Paul and its surrounding communities. Productions creates and produces video and digital media for any number of individuals and organizations.

Visit www.spnn.org for more information about the organization.

To apply:

Please email a resume and cover letter detailing your interest in SPNN and how your skills meet our needs to careers@spnn.org with the subject heading "Administrative Coordinator." If you are unable to submit documents electronically, you may drop off materials at SPNN during open hours.

St. Paul Neighborhood Network is focused on building a racially diverse and inclusive workforce. If you're excited about this role but do not meet 100% of the qualifications above, we encourage you to apply. SPNN seeks to foster equal opportunity for all to obtain employment, education, public accommodation, and access to media and technology without regard to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, veteran status, class, creed, mental or physical disability, or status with regard to public assistance and strictly in accord with their individual merits as human beings.