**Associate Director of Administration**

MN8 began as a grassroots campaign in August 2016, formed by the families of 8 Cambodian Minnesotans to prevent their detention and deportation by U.S. Immigration Customs and Enforcement. MN8 has grown through the active participation of Asian American grassroots community organizers and people affected by U.S. detentions and deportations of immigrants, expanding its mission to advocate for all Southeast Asian immigrants and refugees facing unjust detention and deportation. We believe those who are most impacted must have power, voice, and resources for change to happen.

**POSITION SUMMARY**

This position serves as a key strategic business partner to the Executive Director and Board of Directors. The role is multi-faceted and requires diverse skills and knowledge to successfully support the essential administrative functions and positively impact the various stakeholder groups inside and outside of the organization. This position will be able to build and maintain an infrastructure that is both sustainable and conducive to an environment consistent with organization core values, mission, and vision.

- **Reports to:** Executive Director
- **FLSA Classification:** Exempt
- **Location:** Mostly remote with occasional work in our Saint Paul, MN, office.
- **Compensation:** $65,000 – $95,000

**ESSENTIAL FUNCTIONS**

**Finance and Accounting:**

- Oversee Accounts Receivable and Accounts Payable activities
- Ensure audit readiness using best documentation practices
- Support accountants for proper bookkeeping and closing monthly, quarterly, and yearly financials, including but not limited to mapping and recognition of all transactions
- Generate ad-hoc financial reports
- Develop and improve internal financial controls in compliance with generally accepted accounting principles (GAAP)
- Proactively communicate and follow up with stakeholders to ensure timely payments and reduce delays
• Assist with budgeting and financial planning
• Support the development team in tracking restricted/unrestricted funds and funds utilization

**Human Resources:**

• Oversee all stages of the employee life cycle in such as pre-hire activities, recruitment, onboarding, professional development, performance appraisals, separations, and post-employment activities
• Coordinates benefits renewal and administration
• Stay current with employment legislation
• Manage employee relations
• Drive employee programs and services to support high employee morale and engagement

**Operations:**

• Identify process improvement opportunities and spearhead their completion
• Research and advise on compliance with local, state, and federal rules and regulations
• Develop and improve policies and procedures
• Facilitate staff training to ensure adoption of policies and procedures by employees across the company
• Work with brokers and carriers on liability insurance applications, claims, and renewals
• Source and procure goods and services for previously identified organizational needs
• Monitor how suite of applications/platforms meets organizational needs and drive necessary change

**EXPERIENCE & QUALIFICATIONS**

• Four years of professional experience Business Administration or related field, preferred
• Professional experience using bookkeeping applications like Quickbooks Online and Human Resources and Payroll platforms, preferred
• Strong commitment to MN8’s values and mission, particularly in the abolition of ICE and carceral systems. MN8’s work focuses on Southeast Asian families, families and communities impacted by deportation.
• Ability to think critically, take initiatives, and work independently under minimal supervision
• Ability to communicate effectively, both orally and in writing
● Ability to change priorities regularly
● High proficiency in Excel, and Google Suite
● Great attention to detail and high level of organization
● Knowledge of general office procedures, equipment, and filing systems
● Bachelor’s degree in Business Administration or related field, preferred

TO APPLY

Email your resume, cover letter, writing sample, and 3 references to montha@minnesota8.org.

Applications will be accepted until December 23, 2022.

MN8 is an equal opportunity employer. MN8 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color religion, age, sex, national origin, disability statues, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

We celebrate our rich diversity and are committed to creating an inclusive environment for all employees.