

Administrative Manager

Summary of the Administrative Manager role Detroit Community Technology Project (DCTP) is seeking a full-time Administrative Manager to provide administrative support in the areas of communications, fund development, and office management. The Administrative Manager will play a crucial role in keeping DCTP's day-to-day operations running smoothly while optimizing internal and external communications capacity. Salary is commensurate with experience.

The ideal candidate is detail-oriented and prides themselves on effective communication. This is a great role for a highly competent self-starter with collaborative chops. **Please Note: This is an on-site position open to Detroit-based applicants only. The ideal start date is September 30, 2019.**

Responsibilities Communications -
approximately 40% of role

- Manage DCTP's social media and web content
- Create communication materials such as newsletters and press releases
- Administer various online management platforms such as Mailchimp, Eventbrite, Hootsuite
- Support in editing, copyediting, and formatting public documents for DCTP programs

Office Management - *approximate 40% of role*

- Manage Equitable Internet Initiative (EII) equipment purchasing
- Support EII anchor orgs with managing equipment budgets and inventory
- Assist programs with event, travel and catering logistics
- Manage inventory and office supply purchasing
- Manage office calendar
- Design and maintain a consistent process for file management
- Assist with development and maintenance of DCTP institutional archive

Fund Development - *approximately 20% of role*

- Compile content for grants and reports (including language, data, photo and video documentation, etc)
- Assist with the development of individual donor appeal campaign communications, including solicitations, acknowledgements, and donor correspondence

Qualifications and Requirements The successful candidate

will possess or demonstrate the following:

- High levels of integrity, optimism, and resourcefulness
- Commitment to the [DDJC Digital Justice principles](#)
- Outstanding organization and attention to detail
- Excellent written and verbal communication skills
- Experience in communications management, administrative or office management, and/or non-profit development; 2-4 years
- Experience with organizational social media management; 1-2 years
- Comfort with cloud-based applications and third party communications platforms (such as Google Drive, Mailchimp, etc.)

Bonus Attributes:

- Event planning and logistics background
- Multilingual communication (Español, Arabic)

How to Apply Applicants should send a resume to work@alliedmedia.org, with their last name and “Administrative Manager - DCTP” in the subject line. Please also include answers to the following questions in your email:

- Why are you excited about joining the Detroit Community Technology Project team?
- What experience do you have working in a business, nonprofit organization, or an office environment?
- What else should we know about you in considering you for this role?