



Administration and Marketing Manager Position Description

Position Description: Administration and Marketing Manager

Reports To: Board Representative

Salary: Full Time; \$52,000/Annualized; \$25/hr

Stepping Stones Project (SSP) is a 501(c)(3) non-profit organization dedicated to providing mentoring and contemporary rites of passage to youth throughout their time in middle school. Visit our website for more details about the Coming Of Age program: <http://steppingstonesproject.org/>

Administration and Marketing Manager: The main role of the Administration and Marketing Manager is to run the primary administrative operations of the Stepping Stones Project and market to families to enroll the Coming of Age groups. The Manager will communicate directly with interested parents by phone, email, and in person, as well as with Board representatives and other members of the SSP community on a regular basis. The Manager will help to plan the calendar, goals, and strategy for the organization. This role will coordinate closely with the Finance Director and Program Manager and will be supervised by the Board of Directors.

Required Qualifications:

- Strong computer skills and proficient with administrative systems and applications such as Google Suite, Dropbox, DocuSign, MS Office applications (especially Excel). Experience with Weebly, MailChimp, and design applications such as Photoshop, Illustrator, Canva, or ability to learn quickly.
- Experience maintaining a database.
- Excellent written and verbal communications skills. Ability to communicate professionally with a variety of stakeholders.
- Ability to attend some meetings which are held evenings and weekends in SF Bay Area.
- Open minded and culturally sensitive.

Preferred Qualifications:

- 4+ years of hands-on administrative, marketing, and/or fundraising experience in a non-profit setting.
- Self-directed and self-motivated, with the ability to work independently after training period is complete.
- Desire to work closely in a small staff team.
- Project management abilities with strong attention to detail and problem solving skills.
- High level of social emotional awareness.
- Passion for mentoring, rites of passage, or serving youth.

Core Job Responsibilities (include but are not limited to):

Administration and Communication - 45%

- Respond to all incoming inquiries - phone calls, emails, and voicemails - daily and in a timely manner.
- Support and communicate with families regarding group operations and parent questions/concerns.
- Maintain database of families, employees, donors, and prospective contacts.
- Maintain physical and electronic files, to promote information sharing and organizational efficiency.
- Schedule and coordinate meetings and appointments for SSP Board of Directors, Staff and others. Facilitate staff meetings and create and distribute meeting agendas, notes, and correspondence pertinent to organizational meetings
- Attend and assist with communications and coordination for internal SSPcommunity events as needed
- Support onboarding and hiring of new group Leaders and Elders.
- Oversee and collect paperwork and administrative details for all youth groups.



Marketing - 35%

- Develop marketing materials: write content, create flyers and printed materials, keep website up to date.
- Assist in developing the marketing strategy and calendar for the organization.
- Coordinate, plan, and present at marketing events.
- Train and coordinate volunteers to work at occasional marketing events
- Maintain social media presence: currently primarily Facebook; may begin posting on Instagram

Fundraising - 10%

- Assist Board of Directors and staff with annual fundraising activities, planning, donor communications, and outreach.

Organizational Development - 10%

- Facilitate communication between different stakeholders in the organization, including the Board, Elders, Leaders, and Staff. Attend occasional weekend or evening events in order to do so.
- Problem solve and improve upon organizational policies and procedures including group starting pipeline, family and Leader contracts, and Leader recruitment.
- Have a strong sense of what is needed to run a successful and professional non-profit.
- Hold the long-term vision for the organization and work to meet the goals in the SSP Strategic Plan.
- Bring passion for the mission of Stepping Stones and serving youth to all aspects of the work.

Review

There will be a review of the position and the working agreement approximately six months from date of hire.

To Apply: Send resume and cover letter to info@steppingstonesproject.org by 10/14/2019.