



Position: Minnesota Operations and Communications Coordinator

Location: Minneapolis/ St. Paul, Minnesota

Reports to: Minnesota Executive Director

GENERAL SUMMARY

Scope of work & key responsibilities:

Students for Education Reform (SFER) seeks a motivated, driven, high-achieving professional with a collaborative attitude to join the Minnesota Organizing Team. The Minnesota Operations and Communications Coordinator will develop, coordinate and execute various responsibilities, including the implementation of systems, processes and communications. The Minnesota Operations and Communications Coordinator will also be responsible for leading projects related to operations and administration and managing the Minnesota office. This position provides a fantastic opportunity for an individual with superior organization and people skills and digital communications to support the organization's growth and an understanding of how employee operations & human resources administration impacts staff and org-wide culture.

This is a full-time / exempt position.

SFER develops college students into grassroots organizers who fight for educational justice in their communities. SFER is a student movement that champions educational equity for all children, regardless of race or background. We understand our local school boards are influential partners in advancing our mission. As such, SFER often collaborates with its sister 501c4 organization, SFER Action Network, to recruit, endorse and campaign for local school board candidates that reflect our values.

Why work for SFER? Education is a social equalizer and this role gives you the opportunity to make an impact at the national level. We approach it with the audacity of believing that students have the power to change the education system and the humility to know it takes time and that thousands have come before us in this fight. We work with urgency, passion, and — most importantly — a lot of joy. We are looking for talented, passionate individuals to join our team and work with us to continue the fight for educational equality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

[50%] **Operations and Administration** To that end, activities and expectations include:

- Oversees the operation of all office functions, including internal communication strategies to engage central office and remote team members
- Support and manage events
- Responsible for operations and logistics for SFER Action Network's summer fellowship and SFER's internship program

[50%] **Digital Organizing and Communications.** To that end, activities and expectations include:

- Support local media and communications strategy
- Manage social media campaigns and presence
- Create monthly newsletter and draft external communications for SFER members and alumni
- Other communications, political, and management tasks as they arise

QUALIFICATIONS

Need to have:

- Bachelor's degree preferred, 1-2 years of experience in operations and communications
- Outstanding written and verbal communication skills
- Ability to manage up
- Exceptional time & project-management ability and highly detail-oriented
- Skill to focus and execute on many different projects at the same time without any balls dropped

- Outstanding written and verbal communication skills: excellent spelling, grammar, and ability to write and proofread accurately to multiple stakeholders
- Strong understanding of online media
- Strong alignment with SFER's Statement of Beliefs and Theory of Change
- Ability to work frequent evening meetings (average 3-4 per week) and some weekends

Nice to have:

- Electoral campaign experience. As a Field Organizer or Field Director, familiarity with field data, strategy, software, voter targeting, building & motivating an effective volunteer canvass, quality checks.
- Ability to write and speak clearly and persuasively, including speaking in small and large group settings
- Strong project management skills.

VALUES

- **Growth.** We give and get a high volume of feedback and work relentlessly to improve.
- **Voice.** We exist to empower our members and create a powerful voice for students in the policy sphere.
- **Tenacity.** We set big goals, persist in the face of challenges, and commit to excellence.
- **Audacity & Humility.** We are willing to take risks, think big, and work hard to bring about transformational change, even while acting and listening with humility, respect, and empathy.
- **Dignity.** We commit to social justice work because we believe in the fundamental value of every child and person.
- **Collaborative Leadership.** Empowering others is the hallmark of transformational leadership. We emphasize both personal growth and shared responsibility while investing in our greatest resource: our people.

COMPENSATION

Salary for this position is competitive and depends on prior experience. A comprehensive benefits package is included in addition to generous professional development opportunities.

COMMITMENT TO DIVERSITY

Students for Education Reform seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization and recruiting a team that reflects our student movement.

HOW TO APPLY

Email jobs@studentsforedreform.org with a resume and a cover letter explaining why you are an ideal candidate for this position. Please indicate in your letter where you learned of the position. A limited number of candidates will be scheduled for phone interviews.