

October 12, 2022



Operations & Administrative Manager

Rain City Rock Camp

Seattle, Washington

Position will remain open until filled. Applications will be accepted on a rolling basis, with priority deadline by November 4th, 2022.

Overview

Rain City Rock Camp is a transformative Seattle-area nonprofit that empowers girls, women, and gender expansive individuals to thrive in a community of allies and activists, by using music to inspire creative expression and advance equity.

Founded in 2008, what began as a humble passion project to inspire belonging and liberation through music has transformed into a robust organization engaging 400+ women, girls, and gender expansive individuals each year. As our community and impact has grown, our year-round programs have expanded to include our Seattle Summer Camp, South Sound Rocks! Camp, Adult Rock Camp, Amplified Teen Voices (youth leadership program), Rain City Rock School and our Advanced Music Program. Last year we expanded our facilities to include the Umbrella, to enable year round RCRC programming and a community space for band rehearsals and gatherings. Together, our programs support a shared vision of an equitable world that celebrates creativity, embraces authenticity, and values all voices.

Our staff is a small and collaborative team that values and seeks diverse team members who are passionate, innovative, flexible, professional, fun, responsible, and solution-oriented.

Position Description

The Operations and Administrative Manager serves a dual role as the office manager and overall support for the RCRC staff. The team member in this internal-facing position manages relationships and serves as the primary contact with operations related vendors, with limited yet important interactions with key stakeholders such as donors, volunteers, and other community members. The team member plays an integral role in supporting the everyday operations of our small office.

This position reports directly to the Executive Director. This is an excellent opportunity for a strong multi-tasker with stellar administrative skills, project management skills, attention to detail, computer skills, and enthusiasm for working as part of a team.

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Office Management

Responsible for general office management and administrative support of staff and the organization. Duties include, but are not limited to:

Administrative

- Manage the administrative email accounts: answer general requests, forward billing to staff, etc.
- Answers and maintains voicemail for RCRC phone
- Manage incoming and outgoing mail
- Maintain and manage office supply and merchandise inventory
- Manage vendor relationships
- Track expenses and report to Program Manager and/or Executive Director
- Train employees on office systems/processes

Systems

- Oversee information systems, including website, calendars, computer networks, and other office systems
- Maintain and manage databases and CRM systems, including donor records (Salesforce)
- Handle minor technology issues as they arise and coordinate with our volunteer Tech Director for major issues
- Maintain devices inventory and subscriptions
- Lead and build out a volunteer management software/system

Program Support

Provide administrative support for all programs, partner programs, special events, and fundraising events as needed. Program support and volunteer coordinator duties include, but are not limited to:

General Program Support

- Order and maintain program supplies and materials (screen printing ink, paper, crafts)
- Coordinate and liaise with program and showcase sites
- Coordinate operations and logistics for camp food
- Work with Program staff to coordinate program planning and processes, including participant applications, waiver and liability forms, background checks, space logistics, and calendars
- Manage the Front Desk at programs

Volunteer Coordination

- Support Programming with administrative and logistical management of volunteers
- Support volunteer training with logistics and admin
- Support Programming with volunteer engagement, including planning volunteer appreciation events, administering feedback and surveys, etc.

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Desired Qualifications

Rain City Rock Camp is a community grounded in the appreciation that every individual is on a journey of self-development and self-expression. We honor and expect that each staff member brings both strengths and opportunities for growth into their role. In that spirit, we seek an Operations and Administrative Manager who reflects a majority of the following attributes, skills, and experience:

- Passion for and belief in Rain City Rock Camp's mission to empower girls, women, and gender expansive individuals through music self-expression and supportive community.
- Experience working with people from diverse communities; commitment to learning and advancing anti-racism, trans-inclusivity, and anti-oppression practices in relationships, across teams, and within community settings.
- Ability to facilitate and model joy, infusing fun and appreciation to dismantle white supremacy cultural practices of perfectionism.
- Ability to work independently with minimal supervision and as part of a team
- Excellent written, oral, and interpersonal skills
- Highly organized, detail oriented, strong project manager, self-motivated problem solver, with the ability to prioritize among multiple or concurrent projects.
- Must be familiar with Microsoft Office, WordPress, Google Apps/Docs/Gmail; Familiarity with Adobe Creative Suite and Salesforce a plus (proficiency in donor databases or willingness and ability to learn new programs and systems)
- Experience with troubleshooting technology/office operation issues
- Weekend & evening availability (for example tabling or support during programs)
- Experience and comfort with public speaking
- Experience supporting youth development, youth empowerment, youth arts, or related programming in a professional setting; A love and appreciation for young people's leadership and self-expression.
- Experience with arts management and administration. A curiosity and love for creativity and how it can support social change.
- Experience with or understanding of the Seattle music scene, or desire to work with musicians
- Familiarity and professional experience in non-profit settings. Prior volunteer coordination and administrative experience
- A valid driver's license
- Previous experience of at least three years in an office or support administrative position

Additional Details and Application Instructions

This position is 40 hours a week, hourly, with a pay range of \$40 - \$45k annually. Includes employer sponsored medical/dental, vision. Life and long-term disability coverage, 10 days of sick leave, 10 days of paid time off, 12 paid holidays, 2 days of volunteer time off, monthly cell phone allowance, and work flexibility. Hybrid/remote work option as appropriate, with some required in-person activities. Staff members are required to present proof of COVID-19 vaccination.

Please visit our website at www.raincityrockcamp.org for more information about RCRC. To apply, please send a cover letter, summarizing your interest and qualifications, along with your resume, to jobs@raincityrockcamp.org. Applications will be reviewed on a rolling basis. For priority consideration, we encourage you to apply as soon as possible. Position is open until filled. People of color, women, trans people, and gender expansive people are strongly encouraged to apply. RCRC is an Equal Opportunity and queer-friendly employer.