



## **Assistant Director**

Full Time, Hybrid Position

Minnesota Institute for Talented Youth (MITY) is seeking an experienced Assistant Director with a passion for working with students and families, exposure to education and/or non-profit operations, and strong communication and technology skills. MITY's mission is to inspire and challenge intellectually curious students to pursue their passions within a diverse, inclusive community and empower them by building skills and relationships for lifelong success. Over 800 1st - 11th grade students participate in MITY's summer and Saturday morning programs each year.

### **Principle Duties and Responsibilities:**

- Assist Executive Director with all aspects of program operations and administration
- Maintain budget and accounts; execute all payroll functions; process payments and donations
- Oversee elementary student admissions; process middle and high school student applications
- Effectively communicate with diverse students, families, staff, and vendors
- Assist with marketing and community outreach
- Organize supplies; prepare program materials; manage databases
- Coordinate quarterly meetings of the Board of Directors
- Other related duties as assigned

### **The Ideal Candidate for this position will have the following:**

- Tenacious commitment to supporting and empowering young people
- Five or more years of experience in program operations or similar
- Experience in education and/or non-profit organizations
- Bachelor's degree (preferred)
- Be a self starter and team player
- Effective written and verbal communication skills with diverse populations
- Superior organizational skills and attention to detail
- Strong leadership and problem solving skills
- Strong personal integrity and reliability
- Experience with Google Suite, system processes, and database management
- Ability to work flexible hours
- Open, approachable personality and a good sense of humor
- Able to walk and stand for extended periods and lift up to 30 pounds

### **Additional Desired Qualifications:**

- Master's degree
- Experience with accounting and payroll functions
- Knowledge of Quickbooks and PayPal
- Background in event planning, marketing, or development
- Familiarity with advanced learner populations
- Spanish proficiency

**Compensation:**

- Salary range is \$50K - \$65K based on experience and qualifications
- Eligible to participate in MITY's 403(b) plan
- 50% discount on MITY programs for employee children
- Medical insurance benefits are not included

**To apply, submit a resume and letter of interest** to [erica@mity.org](mailto:erica@mity.org). Questions should be directed to Erica Brewinski at (651) 243-2221.

Minnesota Institute for Talented Youth is a 501c3 nonprofit organization founded in 1967. Visit [mity.org](http://mity.org) to learn more.

MITY is an equal opportunity employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.