



Office Administrator & Elementary Program Coordinator

Full Time, Hybrid Position

Minnesota Institute for Talented Youth (MITY) is seeking a highly motivated and experienced individual to support our growing organization. This is a great opportunity to make a difference in the lives of young people while performing varied and meaningful work. Applicants should be detail-oriented, a self-starter and a strong communicator. 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 900 1st - 11th grade students participate in MITY's summer and Saturday morning programs each year.

Principle Duties and Responsibilities:

As Office Administrator:

- Assist Executive Director with all aspects of program operations and administration
- Maintain budget and accounts; do invoicing; track payments and donations
- Prepare quarterly and annual financial reports
- Execute all payroll functions, taxes and insurance
- Process student and financial aid applications
- Maintain accurate databases
- Effectively communicate with diverse students, families, staff, and vendors
- Assist with marketing and community outreach
- Coordinate quarterly meetings of the Board of Directors
- Other related duties as assigned

As Elementary Program Coordinator:

- Oversee elementary student admissions
- Purchase and organize supplies; prepare program materials
- Facilitate nine (9) Saturday morning sessions during the school year and two (2) one-week full day sessions in June

The Ideal Candidate for this position will have the following:

- Tenacious commitment to supporting and empowering young people
- Outstanding personal integrity and reliability
- Bachelor's degree (preferred)
- Knowledge of bookkeeping and financial reporting
- Experience in education and/or non-profit organizations
- Be internally motivated and able to work independently and as part of a team
- Exemplary written and verbal communication skills with diverse populations
- Exceptional organizational and time management skills
- Strong problem solving abilities and resourcefulness
- Demonstrated ability to anticipate what is needed and multitask
- Proficiency in QuickBooks Online and Google Suite
- Excellent follow-through and attention to detail

- 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 marketing and/or accounting
- Knowledge of WordPress, PayPal, social media platforms, and Office 365
- Background in event planning, grant writing, and/or fundraising
- Familiarity with advanced learner populations
- Willingness to take on new challenges and to do what is needed for the good of the team
- Spanish proficiency

Compensation:

- Salary range is \$50K - \$60K 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. Questions should be directed to Erica Brewinski at (651) 243-2221. Position will remain open until filled.

Minnesota Institute for Talented Youth is a 501c3 nonprofit organization founded in 1967. Visit 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.