



Institute for Community Alliances Minnesota HMIS Implementation

Job Title: Operations and Administrative Associate

Status: Full-time, non-exempt position with comprehensive benefits

Salary: Commensurate with experience

Location: Minneapolis Office

SUMMARY

The Institute for Community Alliances (ICA) is a nonprofit organization that administers Minnesota's Homeless Management Information System (HMIS), the database that collects client-level data on homelessness in the state. The Operations and Administrative Associate is primarily responsible for executing tasks related to organizational development, managing financial documents and processes, supporting external communication, and providing general administrative support.

The ideal candidate for this job is an experienced administrative professional who is detail-oriented, self-guided, and possesses excellent organizational skills. You are comfortable managing up, enjoy helping others do their job, and thrive on the potential to make policies and practices more efficient. You pride yourself on getting things done right.

ESSENTIAL FUNCTIONS

- **Execute tasks related to organizational development**
 - Establish and maintain internal document storage (training manuals, instructions, workflows, etc.)
 - Facilitate the development and implementation of internal processes and operations in a dynamic environment with competing priorities
 - Monitor efficiencies and have a constant mind for process improvement
- **Manage financial documents and processes**
 - Attend HMIS Finance Committee meetings and present information as appropriate
 - Follow up with funders to ensure that contracts are executed in a timely manner
 - Manage agency communication related to user billing
 - Monitor monthly finance reports in conjunction with the Project Director
 - Coordinate with ICA Fiscal Manager to generate user billing invoices
- **Support communication with external stakeholders**
 - Maintain the Minnesota HMIS website (hmismn.org)
 - Manage onboarding process for agencies new to HMIS
 - Maintain calendar of funder reporting deadlines

- Solicit and proof-read articles for bi-weekly newsletter
- Support Project Director with preparation of written reports to the HMIS Governing Board and its committees
- **Provide general administrative support**
 - Act as a liaison between staff and IT support
 - Communicate concerns and questions with landlord and maintenance staff
 - Order office supplies and manage vendor relationships
 - Post job openings and schedule interviews
 - Prepare agendas for weekly staff meetings and take meeting notes
 - Provide administrative support to the Project Director as requested
 - Provide general office assistance to staff; assist in coordination of meetings, etc.
- Perform other duties as needed or assigned

MINIMUM QUALIFICATIONS

Experience

- Three to five years of related experience or training, at minimum
- Minimum of two years of experience in a position with a high degree of job independence and responsibility

Ability to:

- Communicate effectively, both verbally and in writing
- Get along and work well with others
- Understand the importance of data to efforts to address social problems (i.e., ending homelessness in Minnesota)
- Work effectively with people from diverse backgrounds
- Work in an occasionally stressful environment, handle multiple tasks simultaneously, and meet established deadlines

Knowledge of:

- Basic office equipment and technology
- Google Drive
- Graphic design principles and software (preferred)
- Microsoft Office Suite (advanced)
- Office 365/SharePoint
- WordPress

HOW TO APPLY

Candidates of diverse backgrounds are encouraged to apply. Please send a cover letter and resume to Demetri Vincze, Minnesota HMIS Project Director, at opportunities@icalliances.org.