Action St. Louis is a grassroots racial justice organization that seeks to build political power for Black communities in the St. Louis region. Action St. Louis builds campaigns that leverage organizing, communications, advocacy, and direct action to mitigate harm against our community while fighting for long-term transformation.

We are celebrating four years of action and activism in the St. Louis region. Our work on civic engagement, get-out-the-vote (GOTV) efforts, and electoral organizing has been instrumental in the City of St. Louis taking steps to close the Medium Security Institution (aka “The Workhouse”) and begin re-investing in black communities; ousting a 27-year incumbent prosecutor in St. Louis County; and educating thousands of voters on policies that expand access to health care and other resources for black people.

We are growing because the work is growing. Action St. Louis is adding an **Operations Manager** to its team to assist with fiscal management, administration and systems support, and office management for our expanding team.

**Job Responsibilities**

- **Scheduler and Assistant to the Executive Director (30%)**
  - Manage the Executive Director’s calendar including internal and external meetings, calls, appointments, and travel; ensuring that the director is prepared for events, aware of questions, and adequately prioritizes responsibilities.
  - Provide administrative support for the executive director including preparation for internal meetings and staff check-ins
  - Attend meetings when requested and take notes for the purpose of debriefing and updating the Executive Director.

- **Office Management and Support (20%)**
  - Ensure that office equipment and technology is functioning and in good condition.
  - Monitor the inventory of office supplies and re-order when necessary.
  - Attend Action’s main phone line and generic email inbox, responding to inquiries, requests for information from members, and directing callers to appropriate team members.
  - Greeting in-person guests at Action St. Louis’ office.

- **Accounting and Fiscal Management (40%)**
  - Manage day-to-day fiscal operations of Action St. Louis including leger entries, income and expense transactions, and bank reconciliations.
  - Assist the Executive Director with payroll.
  - Lead the selection and monitoring of benefits providers, onboarding employees, and maintaining employee files and paperwork.
  - Record and acknowledge donations to Action St. Louis and reconcile donations with bank records and outside accountants/vendors as necessary.
  - Assist with the creation of draft budgets for grant applications in coordination with the Executive Director.

- **Special Projects (10%)**
- Assist with logistics of events and major campaigns as needed.
- Conduct research related to organizing and campaign work to support the work of Action’s organizers, communications, and advocacy teams.

Who are we looking for?

- A person committed to Action’s mission and vision for the St. Louis region;
- A person who is detail-oriented, organized, and an independent worker; and
- A person who is comfortable managing systems and solving technical problems.

What experience would we like you to have?

- Familiarity with QuickBooks, bookkeeping, managing income and expense transactions, and reconciling bank accounts.
- Understanding of basic human resources and benefits management, such as onboarding employees, maintaining employee files, managing health care plans and other employee benefits.
- Comfort working in an office environment (however casual), maintaining supplies, equipment, and relationships with outside vendors.
- Working closely with leaders providing administrative support, scheduling help, and troubleshooting when necessary.

What can you expect from us?

- A fast-paced environment, a nimble team, and a group of people dedicated to being responsive to the needs of black communities in our region.
- A committed, hands-on leader who will entrust you with important work and give you the autonomy to solve problems as they arise.
- The opportunity to grow in this position to the director level as Action St. Louis continues to expand in resources and complexity of the work (and organizational structure).
- A starting salary of $50,000.

Please send a resume and cover letter to info@actionstl.org to apply.

Action St. Louis is an organization that builds power for Black people and marginalized communities, and we strive to build a workplace that reflects the people that we serve. We encourage people of all races and ethnicities, genders, sexual orientations, disability status, immigration status, and national origin to apply.