



# Job Opening



POSITION:	Senior Operations and Program Coordinator
CLASSIFICATION:	Regular, Full Time (40 hours per week), Hourly, Non-Exempt
LOCATION:	161 St. Anthony Avenue, St. Paul, MN 55103
WEBSITE:	<a href="http://www.mncasa.org">www.mncasa.org</a>
CLOSING DATE:	Open Until Filled

## **Who We Are**

The Minnesota Coalition Against Sexual Assault (MNCASA) provides leadership and resources for sexual assault programs and allies to prevent sexual violence while promoting a comprehensive, socially just response for all victims/survivors. We support, convene, and collaborate with sexual assault programs, advocates, prosecutors, and law enforcement officers to promote a more victim-centered response to sexual violence, and increase effective criminal justice. Our prevention programs take action before someone is harmed, and we work with policy makers and elected officials for laws and programs that fight sexual violence. MNCASA provides:

1. **Victim and Survivor Support** by helping partner programs and medical personnel, law enforcement, and legal and social service providers deliver state of the art victim advocacy and support.
2. **Prevention Support** by developing the capacity of partner programs and others to design and implement effective community-level primary prevention strategies.
3. **Policy Reforms** through public policy education and advocacy.
4. **Systems Change** by developing capacity in medical, criminal justice, social service, and judicial systems to incorporate a coordinated and victim-centered approach into their responses.

## **Why You'll Love Working Here**

MNCASA is a statewide coalition driving transformative culture change to address sexual violence through advocacy, prevention, racial justice, and systems change. We envision a world free of sexual violence in which all human beings are treated with dignity and respect and communities are transformed through safety, healing, and partnerships.

## **Wages & Benefits**

\$29.09 - \$31.25; generous paid time off (PTO) policy; 9 paid holidays in addition to a paid year-end holiday break December 24-December 31; paid employee volunteer time; competitive health, dental, vision, life and disability insurance.

## **Schedule**

This is a hybrid position that works during normal business hours and may include occasional evening and/or weekend hours.

## **A Typical Day in the Life...**

A typical day as MNCASA's Senior Operations and Program Coordinator provides an opportunity to work across the organization to promote process improvement and implement strategies to enhance operational efficiency in support of MNCASA's mission. Responsibilities will include the following:

### **Administrative and Project Management**

- Collaborating with upper management to develop and implement operational plans and goals aligned with the organization's mission and objectives.
- Managing and allocating resources effectively to meet operational needs.
- Identifying opportunities for process improvement and implementing strategies to enhance operational efficiency.
- Analyzing existing processes, workflows, and procedures to identify bottlenecks and areas for improvement.
- In collaboration with the Operations Director and Executive Director, monitoring operational budget items and ensuring cost-effectiveness and adherence to the fiscal year budget.
- Facilitating clear communication between different departments within the organization.
- Supporting the Board of Directors with scheduling and communications.
- Assisting with the negotiation, maintenance, and smooth implementation of administrative contracts and vendor relations.
- Managing the organization's relationship with the IT service provider.
- Identifying and implementing technology solutions to enhance operational efficiency.
- Staying updated on industry trends and advancements to recommend and adopt relevant technologies.
- Coordinating physical and software computer needs, including creating and maintaining a system for inventory of computers, furniture, and equipment.
- Providing administrative support to the Leadership Team, including specific executive support of the Operations Director



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and Executive Director.

## Contracts, Accounts Payable and Receivable

- Processing deposits.
- Submitting invoices to Account Payables for processing.
- Assisting MNCASA Finance Team with the Monthly Close process and maintaining accurate and accessible files.
- Maintaining organizational contract files.

## Program Support

- Providing administrative support for trainings and conferences, including assisting with locating and securing venues, printing, copying materials, packet assembly, and technical support.
- Completing and submitting requests for Continuing Education Credits, sign-in sheets, and follow-up documentation.
- Back up administrator for Membership Database.

## Who You Are

- You hold a high school diploma or GED.
- You have a minimum of three years of experience in project management and administrative work.
- You have a minimum of three years of experience in the non-profit sector, or you have comparable skills and experience.
- You possess excellent written and verbal communication skills.
- You have a demonstrated ability to multi-task and manage projects with varying deadlines.
- You have a strong working knowledge of Microsoft 365.
- You have the ability to maintain confidentiality and build rapport with a variety of staff and community partners.
- You are self-motivated and take initiative.
- You have the ability to engage in collaborative problem-solving and conflict resolution in addition to providing critical feedback to improve processes and programming.
- You have the ability to work with, engage, and partner with diverse communities.
- You have a passion for MNCASA's mission and programming.
- You have a valid driver's license and access to reliable transportation. Please note that if the license was not issued in the state of Minnesota, you have 60 days after becoming a Minnesota resident in which to apply for your Minnesota driver's license or permit (not applicable for new hires living out of state).

Please go to [MNCASA'S Job Board](#) to apply through our online applicant tracking system.

Diversity and open expression are fundamental to the work of MNCASA. We are passionate about building and sustaining an inclusive and equitable working environment where everyone can belong. Every member of our team enriches our work by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. We welcome everyone to apply, especially those individuals who are underrepresented in our sector: individuals who identify as BIPOC, LGBTQI+ and gender fluid or gender nonconforming, individuals with disabilities (both seen and unseen), veterans, people of any age or family status. We encourage you to apply even if you feel like you don't fit 100% of the technical requirements.

Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to age, race, color, religion, disability, marital status, national origin, sex, gender identity, sexual orientation, familial status, genetic information or a protected veteran's status.

Our organization has a partnership with Metropolitan Alliance of Connected Communities (MACC) to provide administrative services including management of the recruiting process. If you apply for this position, you may see references to MACC in some online materials.

MNCASA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. See E-Verify's official poster at [https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify\\_Participation\\_Poster\\_ES.pdf](https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster_ES.pdf). See E-Verify's Right to Work poster at [https://www.e-verify.gov/sites/default/files/everify/posters/IER\\_RightToWorkPoster%20Eng\\_Es.pdf](https://www.e-verify.gov/sites/default/files/everify/posters/IER_RightToWorkPoster%20Eng_Es.pdf).



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MNCASA will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. If you believe that you have experienced discrimination contact OFCCP by calling 1.800.397.6251 / TTY 1.877.889.5627, or online at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).



## This Organization Participates in E-Verify

## Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

### E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

### E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

**888-897-7781**  
**dhs.gov/e-verify**



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## IF YOU HAVE THE RIGHT TO WORK



## DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

**The Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this law.**

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

**Immigrant and Employee Rights Section (IER)**  
1-800-255-7688 TTY 1-800-237-2515

[www.justice.gov/ier](http://www.justice.gov/ier)  
[IER@usdoj.gov](mailto:IER@usdoj.gov)



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

*This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.*



## SI USTED TIENE DERECHO A TRABAJAR



## NO DEJE QUE NADIE SE LO QUITTE

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la [Sección 1324b del Título 8 del Código de los EE. UU.](#)

**Es posible que la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.**

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Llame a la IER si un empleador:

No lo contrata o lo despiden a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el [Formulario I-9](#) o utilizar [E-Verify](#) (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Lo reprime en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

**Sección de Derechos de Inmigrantes y Empleados (IER)**  
1-800-255-7688 TTY 1-800-237-2515

[www.justice.gov/crt-espanol/ier](http://www.justice.gov/crt-espanol/ier)  
[IER@usdoj.gov](mailto:IER@usdoj.gov)



Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019

*Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorandum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropias», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.*

