



JOB ANNOUNCEMENT:

Operations and Technology Manager – Center for Media Justice

Position based in Oakland, CA

Applications Due: (open until filled but preference given to applications submitted by Sept 14)

The Opportunity:

Are you an operations and technology leader who loves to help organizations thrive? Committed to racial and social justice? Media transformation? A process geek who loves planning the role of technology tools in effective systems? The Center for Media Justice seeks a self-motivated Operations and Technology Manager to join our team. This position will lead the collaborative management of our technology and information systems, and support financial administration and human resources work.

To be a good fit for this job, you must thrive in multiracial environments that demand independent creative thinking, fast-moving teamwork, and high-stakes judgement calls. You must be a quick and agile learner with hustle for hard work in the bones. This full-time position is an excellent opportunity for the right person committed to organizational sustainability and social justice.

The Center for Media Justice

The Center for Media Justice (CMJ) is a national media justice organizing and training collaborative led by and for people of color and underrepresented communities. CMJ is also home to our signature project, the Media Action Grassroots Network (MAG-Net). Our mission is to win media rights, access and representation for a more just and participatory democracy. To achieve this mission, we organize a national action network of affiliated organizations, deliver leadership training in communications and cultural organizing, and publish content that elevates the voices of underrepresented communities in debates on media, arts, and technology.

The Team:

This position is part of the Administrative Team at CMJ, which supports a nationally distributed staff and network through managing events and projects, maintaining key information and data systems, and supporting fundraising and grants management. We design and manage the systems that keep the organization running smoothly. The Operations and Technology Manager reports to the Deputy Director and supervises the Administrative Coordinator.

Key Responsibilities:

- Manage CMJ's Salesforce instance, in collaboration with staff and with support from a Salesforce consultant
- Plan, manage, and support technology and information systems tools and practices
- Supervise the Administrative Coordinator
- Coordinate key tasks in the areas of HR, finance, fundraising, and office administration

Operating Environment:

- Office in Oakland, CA, with many remote staff and frequent working from home and on the road by almost all staff
- Support for our Mac computers and our network infrastructure provided by an external contractor
- Primary tools in use include Salesforce, MS Office, G Suite, Egnyte, Basecamp, Zoom, and hosted QuickBooks

Required Skills, Experience and Abilities:

- At least 3 years' experience in an operations management, office management, and/or technology management position
- A high level of proficiency with Macintosh computers, including office programs (MS Word and MS Excel, email, G Suite) and the ability to do basic troubleshooting of systems and software
- Enthusiasm and ability to explore and understand new technological tools
- Experience with CiviCRM, Salesforce, or other cloud-based CRM platform (Salesforce-specific training will be available as part of this position)
- Ability to plan and manage multiple projects, solve problems, work well in a diverse team, including asking for support when needed
- Strong written and verbal communication skills
- Ability to work well in fast-paced environment and balance self-sufficiency with collaborative decision-making
- Skilled at communicating with peers and leaders; effective at working across the organization, through influence, to achieve goals
- Strong organizational skills, including the ability to create, implement, and maintain systems to improve the efficiency across the organization

Preferred Skills and Experience:

- Familiarity with racial, social and media justice organizations and issues
- Experience with project management tools such as Basecamp or Asana
- Basic understanding of information security issues
- Experiencing supervising others

The Position:

The Operations is a 40 hours/week, full-time exempt position, and is supervised by the Deputy Director of the Center for Media Justice. Salary is \$60K - \$65K DOE with full medical, dental, and vision benefits, optional 401(k), a substantial vacation package, and a quarterly personal wellness stipend. Occasional travel is required for this position.

To Apply:

Please submit your resume and a cover letter expressing why your experience, skills, commitment, and vision make you the right candidate to support and grow the power of the Center for Media Justice. In addition, please submit between one and three additional items demonstrating your written communication skills and your experience with designing or implementing administrative, operations or technology projects (for example, project plans, process maps, software evaluation reports, etc). Materials should be sent to jobs@mediajustice.org with the subject line: "Operations and Technology Manager."

Please send all materials in PDF format only.

People of color, women, transgender and queer people are strongly encouraged to apply.