



1007 West Broadway Ave, Minneapolis, MN 55411

www.theseadproject.org | 612-987-7317

June 30, 2022

Office + Project Coordinator NON-EXEMPT, FULL-TIME

SEAD is seeking an administrative professional who has a superpower for being highly organized, detailed-oriented, and solutions-driven to fulfill the role of Office + Project Coordinator, combining the responsibilities of Office Management and Program Assistance. This is a full-time position based in our Minneapolis office.

Compensation & Benefits

\$21.63 - \$24.03 hourly rate (negotiable based on experience)

Benefits include 30 days paid time off, 7 floating holidays, 2 weeks office closure, professional development, and insurance (health, HSA, and dental)

Timeline & Hours

Full-time position, with expectation of 40 hours per week, with potential for nights and weekends depending on program and event needs. Start date negotiable.

Location

This role will primarily perform their employment duties at the SEAD office at 1007 West Broadway Avenue, Minneapolis, MN 55411 between the hours of 9:00AM - 5:30PM Mondays through Fridays. Weekends and evenings will be required as needed for programs and projects. Other locations around the Twin Cities Metro area as needed for events and meetings. SEAD offers hybrid and remote work as negotiable based on projects, workload, and on a requested need basis. Car and reliable transportation is required.

Roles & Responsibilities:

The individual in this role is responsible for overseeing daily office and program tasks; supporting the directors, board, and program staff; and ensuring the organization has operational support and resources needed to keep our programs running.

I. OFFICE OPERATIONS

- Manage and improve day-to-day operations and administrative needs of the organization
- Maintain and organize general office management and administrative duties; including answering phones and info emails, filing, daily mail, checking general email inbox, supplies and SOON shop inventory, documenting meetings, packing and shipping items, etc

II. GENERAL ADMINISTRATION

- Scheduling, documenting, and coordinating meetings on behalf of directors and board
- Organizing and digitizing mail, receipts, and physical files
- Packing and shipping of items purchased from our Soon Shop
- Support directors in financial and accounting administration



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III. PROGRAMS AND EVENTS SUPPORT

- Support events, programs, projects, and staff with email communications, materials preparation, etc.
- Support on events, programs, and projects administration as needed including data collection, survey tracking, and logistics
- Recruit, coordinate, and manage volunteers as needed for programs and events
- Oversee and lead logistical planning and details on all organizational events, including leading planning meetings, preparing materials/supplies, doing set-up and takedown, coordinating vendors and working groups, etc.

IV. EXECUTIVE SUPPORT

- Administrative support to the Co Directors and Executive Board Members as needed including the attendance at board meetings as requested
- Coordinate agenda and supporting documents in preparation for board meetings
- Prepare communications, such as memos, emails, invoices, reports and other correspondences

Required Experience

- Experience in office, project and events management, and executive assistance or applicable combined experiences
- Must be detailed-oriented, self-driven, adaptable, problem-solver, creative-thinker, highly organized, and hold commitment to equity and justice
- Excellent and effective written, verbal, and interpersonal communications
- Possess strengths in working collaboratively with Southeast Asian and other BIPOC communities
- Ability to effectively communicate with diverse stakeholders (communities, vendors, donors)

Desired Experience

- Experience in nonprofit operations and process improvement
- Excellent knowledge of technical software and tools (Google Suite, MS Office, Asana, Wordpress, Woocommerce, etc)
- Desire to be proactive and create a positive experience for others
- Ability to prioritize work tasks and triage appropriately

What We Expect

- You are self-motivated, detail-oriented, and show up ready as your authentic self.
- You care for Southeast Asian communities, their self-determination, and the organizations that see it through.
- You love cultural assets and see it as a tool for leveraging power within and outside of Southeast Asian diaspora communities.
- You aren't afraid of taking initiative and seeing things through from start to finish in a detailed and organized manner.



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- You pride yourself in being highly organized, sticking to deadlines, and one of your superpowers is storytelling.
- You practice empathy and handle conflict and challenges with grace and understanding.
- You know how to work with limited resources and thrive in an emerging nonprofit environment.

What You Should Expect

- You will be equipped with the tools and training you need to succeed in your role.
- Your colleagues (SEAD and community-at-large) come from multiple backgrounds, perspectives, lived experiences and talents.
- You will be respected, supported, and championed personally and professionally.
- You will be treated like family through check-ins, conversations, outings, retreats and meals.
- You will contribute to the ideal work culture and ecosystem (in which we call the ikigai).

SEAD's Principles That Guide Our Work

- I. We grow an organizational culture that seeks to better understand and is reflective of our collective SEA cultures and identities.
- II. We foster a healing-centered environment that is safe, courageous and welcoming.
- III. We are a family that can and will hold each other with compassionate accountability.
- IV. We lead through a lens that is community-minded, decolonized, equitable, fair and fearless.
- V. We are informed by the communities we serve and lead with.
- VI. We are authentic, ethical and transparent about our work and approach.
- VII. We will explore and experiment sustainable solutions to do and be better as community members.
- VIII. We share, reclaim and reflect on diverse and complex SEA narratives.
- IX. We strengthen relationships within and outside of SEA communities.
- X. We increase voice and visibility of SEA issues and stories for, by, and with SEA communities.
- XI. We collaborate and partner across communities, cultures and generations.

Organization Background

The SEAD Project (Southeast Asian Diaspora) is a community organization that grows social empowerment ecosystems through language and storytelling. www.theseadproject.org

Interested candidates may submit the application with the following items below by **July 24th, 2022 to hr@theseadproject.org**

- Cover letter
- Resume
- 3 References