



PO Box 2940 * Taos, NM 87571 * www.truekids1.org * 505-316-1361

March 22, 2022

True Kids 1
TK1 Administrator
Job Description

Organization

Founded in 2017, True Kids 1 (TK1) teaches, trains, and inspires K-12 students across northern New Mexico for the digital age. We achieve this through five separate but connected program areas of digital-media instruction for students and teachers. For more on this, please visit our website: www.truekids1.org.

The Position

As part of a growing and dynamic nonprofit team based in Taos, NM, the TK1 Administrator will play a lead role for all organizational back-end operations. The primary tasks of the position include financial tracking and reporting, contract review and oversight, grant reporting, payroll, special events and volunteer management, data collection and management, software licensing, some marketing and communications, and other elements central to a nonprofit's success. The ideal candidate wants to learn and master the business aspects of the nonprofit industry.

This position is a hybrid post, with up to 50% of any given week spent, for instance, in a home office. The remaining 50% will be located at TK1 Headquarters in downtown Taos (222 Paseo del Pueblo Norte). The TK1 Administrator will work closely with all TK1 staff and Media Mentors (i.e. consultants), providing support to them in all required aspects, and reports directly to TK1's Executive Director. This position requires the candidate to be based in northern NM.

This position starts at \$50,000/annum, with annual performance reviews determining salary adjustments. Following three months of employment, the TK1 Administrator is entitled to a health benefit reimbursement of \$454/month, a TK1-owned laptop, a cell-phone stipend, and home-office technology support. The position offers 10 days of vacation, 5 personal days, and 5 sick days. Additionally, TK1 observes all federal holidays, and is closed on Black Friday and for the week between Christmas and New Year's Day (with actual dates determined every year).

See page 3 for details on how to apply.

Responsibilities

The TK1 Administrator will add essential energy and structure to TK1's back-end operations. Noting that the below percentage allocations are subject to change, the TK1 Administrator will focus on:

1. Financial tracking, reporting, and payroll management (25%)

Using QuickBooks and other online software, the TK1 Administrator is the main point-of-contact with TK1's external accountants, performing light bookkeeping of expenditures and revenues, preparing and receiving invoices, overseeing timesheet management for payroll, contributing to annual and grant budgets, and generating/adjusting financial reporting instruments (e.g. P&L statements) as required. These tasks require high attention to detail and a candidate highly organized.

2. Contract/grant review and oversight, and data collection (20%)

In collaboration with TK1's ED, the Administrator oversees all contracts TK1 holds with consultants, external companies, vendors, and so on. In some instances, the Administrator will generate or review contracts to ensure compliance with TK1 values, commitments, and financial position. The Administrator will also play a lead role in developing and reviewing individual grant proposals, and then ensuring fidelity and effective oversight in reporting on grants won. The Administrator, working with all TK1 staff, will also play a lead role in collecting and managing data collected from TK1 student/teacher/mentor evaluation forms.

3. Marketing and Communications (15%)

The Administrator will work with the ED and other staff to ensure high-quality marketing and communications, brand management, website updating, and interactions with media outlets. This requires strong computer skills, and at minimum rudimentary design abilities.

4. Special Events and Volunteer Management (10%)

As TK1 grows into a more visible and community-oriented organization, the Administrator will ensure the success of all special events. This will include managing contractors, vendors, students, and volunteers recruited to work these events; ensuring food, beverage etc. meet the needs of the special event audience; and overseeing all contractual duties relate to the special events. This will often include after-hours work performance.

5. Software Licensing and Media Release Forms (10%)

The Administrator will oversee the implementation of software (e.g. Adobe Creative Cloud) and media release forms for students, teachers, and other stakeholders. This does not require software expertise *per se*, but rather an understanding of how to address software implementation issues (from sign-up forms to student challenges installing software) and how to ensure students submit parent-signed media release forms.

6. Field Visits to Schools and other venues (10%)

The Administrator will maintain strong relationships with school administrators to ensure smooth operations. This includes making regular visits to schools and other venues.

7. Other Tasks as Assigned by Executive Director (10%)

Given the growing nature of the organization, there will be routine tasks assigned by the ED that may fall beyond the above job duties.

Requirements

The successful candidate will:

- Have a BA degree and/or equivalent years of nonprofit work experience;
- Have significant and demonstrable experience in running a nonprofit's or small business's back-end operations, from bookkeeping to grant reporting.

Expectations

It is expected that the successful candidate will:

- Have excellent computer skills, including MS Office and Google Drive, alongside a desire to learn additional or sharpen existing computer skills;
- Possess a minimum level of graphic-design skills (e.g. using Canva or, preferably, InDesign or Photoshop);
- Understand QuickBooks and other related finance-oriented software;
- Have a highly social personality to help lead TK1 special events;
- Lead brand management issues, including the ability to effectively update our website and mailing lists;
- Have a strong desire to learn more about the nonprofit business model;
- Be highly organized, attentive, and pro-active;
- Be able to work independently and in a team environment with equal measure and professionalism; and
- Be a fierce social-justice advocate, a strong networker and public speaker, and ready to advance all elements of TK1's Diversity, Equity, and Inclusion framework.

The successful candidate must sign all policies contained in the TK1 Employee Handbook. The successful candidate will undergo any/all background checks required by TK1, and/or by individual school districts, charter schools, or Native American schools.

Start Date

The successful candidate will start in the window of May 1 – June 30, 2022, with an earlier start date preferred.

To Apply

Applicants should submit a cover letter and a CV outlining relevant professional experience *as individual and clearly labeled .pdf attachments* to admin@truekids1.org. Applications will be assessed on a rolling basis, and thus applicants are encouraged to submit their interest ASAP. **No paper applications will be accepted.**

For questions and additional information, please email admin@truekids1.org. **No phone calls posing job-related questions or seeking clarification will be answered.**