**Monarch Joint Venture Job Posting**

**Position Title:** Communications and Operations Manager  
Full-time with benefits  
**Location:** St. Paul, MN  
Compensation: $45,000 – $50,000, commensurate with experience  
**Start Date:** June 2020  
Application Deadline: ASAP, until position is filled.

**Travel required:** some, primarily for one main event per year

**Position Summary:** Join the growing team of the Monarch Joint Venture, a nonprofit dedicated to conserving the monarch butterfly migration across the United States. The Communications and Operations Manager will work with MJV personnel, the board of directors, and partner organizations to coordinate communications activities and manage administrative operations per the direction of the Executive Director. They will engage most closely with MJV staff to coordinate and support internal operations and communications. The position will be based within the MJV main office in St. Paul, Minnesota and will report to the MJV Executive Director.

**Primary Responsibilities:**
- Social media account management  
- Communications campaigns development  
- Partner application and onboarding management  
- Website content development  
- Annual partnership meeting planning  
- Fundraising support  
- Support for board/staff meetings  
- Online and in-person store management  
- Bookkeeping using QuickBooks online  
- Grant and budget tracking, and report development  
- Payroll and benefits administration  
- General office and supplies upkeep  
- Other duties as assigned

**Qualifications Summary:**  
The ideal candidate will be an independent, self-motivated professional with experience managing social media accounts for businesses, coordinating communications activities, experience working with program financials and other operations, and will have excellent written and oral communication skills.
**Required Qualifications:**
- Bachelor’s degree in either communications or education disciplines or in administration or operations management, or at least three years of related career experience.
- Experience with organizational social media
- Strong organizational skills
- Strong written and verbal communication skills
- Experience working with budgets or project financial information
- Self-motivated with demonstrated ability to work independently
- Experience with keeping track of multiple projects and activities
- Willingness to travel

**Preferred Qualifications:**
- Experience using QuickBooks or similar bookkeeping software
- Ability to develop and maintain partnerships in a collaborative capacity
- Knowledge of monarch, insect or pollinator biology/ecology
- Bilingual (Spanish, English)

**Equal Opportunity Employment:** The Monarch Joint Venture (MJV) is an equal opportunity employer. As such, MJV offers equal employment opportunities without regard to race, color, gender, religion, age, nationality, social or ethnic origin, sexual orientation, gender identity or expression, marital status, pregnancy, disability, veteran status or any other characteristic protected by law. These opportunities include all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, job placement, training, compensation, benefits, discipline, advancement, and termination. All employees are expected to adhere to this policy.

The Monarch Joint Venture is an at-will employer. All persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

To apply, submit a single PDF document that includes 1) a cover letter that outlines your interest in this position 2) your resume, and 3) the names and contact information for 3 references. Application materials can be submitted by email to Ella Phillips, ephillips@monarchjointventure.org.

For more information about the MJV, please visit our website: monarchjointventure.org.