

THE LOOP LAB

872 Massachusetts Ave., Unit 1-5, Cambridge, MA 02139

POSITION DESCRIPTION

Position: **Administrative Manager**

Posting Date: December 2nd, 2021

Salary Range: \$55k-\$62k

Job Types: Full-Time

Hours per week: Full-Time

Location: Cambridge, MA

Starting date: February 1st, 2022

WHO WE ARE

THE LOOP LAB is an innovative media production nonprofit comprising a Studio and a learning community, which exists **to empower Womxn and People of Color in the media arts to develop careers in audio/video through job training and job placement.** As a multi-racial organization, we are committed to ending inequality and racism through digital storytelling located in Cambridge, MA and serving young adults throughout Greater Boston.

WHAT WE CARE ABOUT.

- Creating positive social change through digital storytelling, and media.
- Giving a voice to those misrepresented or underrepresented.
- Doing well and doing good. As a social enterprise, we're a sustainable nonprofit business model.
- Excellence. The highest quality of services in education and media production.
- Building authentic community, diversity, inclusion & equity from within and with partners

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THE ROLE

We are in search of an Administrative Manager to lead our Loop Lab Studios and organization in overseeing and supporting all administrative duties in the Loop Lab programs and studios. Manage office supplies inventory and place orders as necessary.

This person will work closely with the Executive Director and Head of Operations and will be responsible for day-to-day operations.

RESPONSIBILITIES

The Administrative Manager will be responsible for:

1. Provide support to office and team
2. Enhance program and production functions through support and flexibility
3. Assist with administrative functions of the agency
4. Positively represent The Loop Lab
5. Complete financial activities and maintain appropriate financial reports

What that looks like:

Provide support to office and team

- Support daily functioning of building/office
- Greet visitors and clients in a positive and professional manner via phone or virtually
- Schedule appointments and meetings as needed
- Monitor and purchase office supplies
- Track production activities in Asana, our project management site
- Update all databases and systems for the Academic Program and Loop Lab Studios

Enhance program and production functions through support and flexibility

- Assist program and production staff in obtaining and sharing needed information
- Complete monthly and ongoing support of program and program files/records
- Assist in program activities as appropriate and applicable, including mentoring youth

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Assist with administrative functions of The Loop Lab

- Assist with correspondence and communication
- Prepare for and attend team and board meetings
- Assist in organization of/attendance to events, meetings and fundraisers as assigned
- Monitor and report grant funds
- Organize and maintain HR files
- Assist in recruitment and hiring of new staff
- Update and maintain agency website
- Assist with technological needs and access

Positively represent The Loop Lab

- Uphold The Loop Lab's values of community, reliability, and quality
- Help to create and follow through with The Loop Lab systems and protocols
- Follow The Loop Lab policies
- Communicate positively and clearly with your supervisor and coworkers
- Meet established timelines and deadlines
- Complete needed training by established deadlines
- Maximize and responsibly utilize agency and community resources

Complete financial activities and maintain appropriate financial records

- Invoicing clients via QuickBooks and ensuring payments for Loop Lab Studios
- Tracking Loop Lab Studios expenses and helping to ensure profit margins
- Maintaining admin@thelooplab.org email address and properly organizing administrative financial paperwork

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- Ensuring Loop Lab's accountant has any/all requested financial information/records and is backing up documents

WE ARE LOOKING FOR SOMEONE WHO:

- Has worked as an administrative manager or equivalent at an agency or production company for 3-4 or more years
- Is an effective administrative and a humanistic leader that can motivate a team, build trust, listen, and be flexible
- Practices emotionally intelligent communication
- Is naturally organized, responsive and resourceful.
- Aspires to grow in leadership and management skills
- Is a self-starter and driven
- Strong problem-solving skills and analytical abilities

THE DETAILS

- This is a full-time position
- Compensation range: Salary Range: \$55k-\$62k
- Location: This role will be a hybrid role, which means the opportunity to work remotely part time and to be onsite at our Cambridge, MA location or on site for production
- Must be able to work 40 hours per week. The Loop Lab observes a meeting-free Friday and encourages all team members to use Fridays to catch up on work as needed

HOW TO APPLY

Please send a cover letter, resume and link to writing samples to jobs@thelooplab.org. No phone calls, please.

EOE. We strive for a workforce as diverse as the community we serve.

Women, people of color, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.