



## **Operations & Finance Administrator**

The Michigan League of Conservation Voters (LCV) – one of Michigan’s largest, most impactful political advocacy organizations tackling drinking water contamination, the rapidly-worsening impacts of climate change, and efforts to undermine our access to the ballot – is seeking a full-time Operations & Finance Administrator to support the organization’s internal work in human resources, operations, IT, and finance.

The ideal candidate will be a self-starter who has experience exhibiting attention to detail, managing a high volume of work with efficiency, and problem-solving related to administrative and financial work. This position offers the opportunity to develop strong and varied administrative skills while supporting a smart, tenacious, and passionate staff who work every day to advocate for strong environmental protections and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

### **About the Michigan League of Conservation Voters**

The Michigan League of Conservation Voters is a statewide political organization whose mission is to elect pro-conservation candidates to office and to hold all decision makers accountable for protecting Michigan’s drinking water, attacking climate change, and expanding access to the ballot. We work closely with elected officials, business leaders, partner organizations, and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan’s land, air, and water.

Michigan LCV is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline, and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

### **Job Responsibilities**

This position reports to the Operations Director, is ideally based in or within driving distance of Ann Arbor, and is responsible for the following:

- Acting as the main point of contact for staff needs related to human resources, operations, and finance
- Supporting human resources programs, policies, and practices that serve the organization’s goals, support staff, and contribute to a positive workplace culture, including executing onboarding and offboarding, facilitating recruitment and hiring, and helping to facilitate professional development
- Project managing all-staff to do’s and activities, such as ensuring regular performance check-ins and reviews are scheduled and completed, managing logistics for staff meetings, and coordinating staff engagement activities
- Performing data entry in Quickbooks and filing related documentation for accounts payable and receivable

- Managing our offices and technology, including ensuring offices are well-stocked, clean, and functioning as needed, working with our IT company to ensure all staff have working technology, facilitating conversations with landlords, and managing office searches and moves
- Participating in all Michigan LCV political election work – doing the hard work of campaigning, which means door-to-door field canvassing, text and phone banking, and attending campaign events
- Other duties as assigned

### Qualifications

We are seeking candidates who are **problem-solving self-starters** who have **excellent attention to detail**. You should have:

- At least 2 years of experience in administration, work in quickbooks, office management, and/or project management
- Excellent attention to detail: A track record of noticing and fixing errors that others might overlook, acknowledging mistakes and turning them into learning opportunities, and leaving things better than you found them
- Ability to manage a high volume of work with efficiency: Experience in keeping tasks from slipping through the cracks, juggling competing demands and prioritizing without sacrificing quality, planning backwards to make deadlines, asking for help when needed, and managing upwards and sideways, especially in a project management setting
- A self-starter and problem-solver approach to work: A track record of jumping into project planning and execution with minimal direction, consistently overcoming challenges and leveraging resources to creatively solve problems, proposing solutions to issues without much guidance, proactively asking for help, anticipating problems, and course-correcting where needed
- Living the mission: Hold a personal and professional commitment to social and political change and believe that personal growth is essential to that change; approach work with honesty, integrity, compassion, kindness, and humility; actively listen; and have the emotional elasticity to resolve conflict, take accountability, and act with the organization's best interests at heart
- Emotional and cultural intelligence: Ability to reflect on and describe the impact of your own identities—and those of others—in a given situation, decision, or process. Ability to hear, reflect, act on, and learn from feedback related to identity and equity.
- Reliable access to transportation for travel across the state and a cell phone to use for work purposes as well as the ability to participate in campaign activities, either phone banking or canvassing

### Compensation & Benefits

The starting salary for this position ranges from \$51,000 - \$59,000 depending on experience. Michigan LCV offers a benefits package that includes health, dental, and vision coverage, long-term and short-term disability coverage, life insurance coverage, a retirement savings program, reimbursements for business-related travel, a generous paid time off policy, and a team of smart, funny, and kind colleagues working together to deliver on a mission that matters.

### How to Apply

[Click here to apply](#). Applications will be reviewed on a rolling basis. If you need accommodation or assistance with our online application process, please tell us how we can help by emailing [jobs@michiganlcv.org](mailto:jobs@michiganlcv.org) or by calling us at (734) 222-9650.