

## JOB POSTING

### **Cancer Legal Care Operations Coordinator – Full Time**

Cancer Legal Care is hiring its first-ever Operations Coordinator to help strengthen the nonprofit administrative excellence of an established, high-performing team. In this role, you'll work closely with the Executive Director and Director of Operations to build out the infrastructure that supports operations, communications, fundraising and board relations. You will play a crucial role in ensuring efficient day-to-day operations to support a team of staff serving clients across Minnesota. The ideal candidate is compassionate, well-organized and solutions oriented, and interested in opportunities for professional growth in nonprofit management. This position is exempt and full-time. Full time is defined as either a 32- or 40- hour work week and we support flexible scheduling. We invite candidates with either availability to apply.

**About Cancer Legal Care:** Cancer Legal Care is a Minnesota-based nonprofit organization whose mission is to engage the law to resolve the complex challenges facing people and communities affected by cancer. By providing free legal care and education to Minnesotans affected by cancer, we work to address the legal issues they face that are directly impacting their health and quality of Life. Our mission comes to life through our core values of human connection and compassionate advocacy and a drive to challenge the status quo.

#### **Responsibilities:**

- **Administrative:** Manage daily operations in support of a team of staff serving clients. Maintain and evaluate vendor relations. Support operational sustainability by coordinating process documentation. Occasional general clerical support, including Board logistics.
- **Human Resources:** Process payroll regularly. Support benefits administration and maintenance of employment records and policies. Assist with logistics in hiring and termination process as needed.
- **Communications:** Fulfill requests for materials. Coordinate the production of Cancer Legal Care's e-newsletter, annual report, donor reports and special mailings. Maintain organizational web site.
- **Fundraising:** Process donations and gift acknowledgments. Support donor relations activities of the Executive Director.
- **Data Input and Maintenance:** Ensure data integrity in systems used including, but not limited to marketing automation, donor relations and bookkeeping. Conduct regular checks on records to update contact information.

**Experience & Qualifications:**

- High School graduate or equivalent.
- 2+ years of experience in an office setting.
- Previous nonprofit experience desirable.

**Knowledge, Skills and Abilities:**

- Excellent interpersonal and communication skills
- Strong time management and organizational skills
- Empathy and a connection to Cancer Legal Care's mission
- Ability to work collaboratively with others
- Ability to demonstrate initiative
- Ability to problem solve
- Ability to work effectively with minimum supervision
- Commitment to maintaining a high degree of confidentiality and discretion

**Salary & Benefits:**

- Competitive starting salary range of \$52,000 - \$56,160 based on a 40-hour work week
- Generous paid vacation, sick leave and holidays
- Employer paid medical and dental insurance, life insurance, short-term and long-term disability
- 401(k) retirement plan
- Federal Public Service Student Loan Forgiveness Program employer

**How to apply:** Please send your resume and cover letter to [careers@cancerlegalcare.org](mailto:careers@cancerlegalcare.org) by **July 24, 2024**.