



Job Posting: LDSPMA Operations and Communications Manager

Deadline to apply: Saturday, September 14, 2024

Job Details

- **Time Commitment:** Part-time. Generally 10-15 hours/week (40-60 hours/month), with some weeks and months busier than others
- **Location:** Remote. Attending the in-person LDSPMA Conference (in Orem, Utah each October) would be great, but optional.
- **Pay:** Starting at \$23-\$25/hour, depending on experience and skills.

About LDSPMA

Latter-day Saints in Publishing, Media, and the Arts (LDSPMA) is a nonprofit networking and career development organization. Started in 2015, its mission is to empower Latter-day Saints to spread the light of Christ and become voices of truth in publishing, media, and the arts.

Its flagship event is the LDSPMA Conference, held annually in Utah. Other programs include the *Called to Create* podcast, master classes, a mentoring program, and awards contests.

LDSPMA is not endorsed by nor affiliated with The Church of Jesus Christ of Latter-day Saints.

About This Position

LDSPMA is run predominantly by volunteers. Since 2017, it has hired a part-time operations manager to provide stability and consistency in (1) running the core maintenance of the organization, and (2) providing logistical and administrative support to the various volunteer committees.

Our current operations manager, Jeremy Madsen, has been in this position since fall 2020 and is ready to step away to pursue other career opportunities. We are splitting his responsibilities into two part-time positions: this role and a [Conference Manager role](#).

Job Duties:

Your job divides generally into two umbrellas:

1. supporting each of LDSPMA's volunteer committees as they develop and run their programs ("operations")
2. making sure that relevant, timely, and accurate information about each of these programs is being disseminated to our membership and the public ("communications")

Specific duties include:

- Operations
 - Record-keeping
 - Keep the organization's internal files organized, secure, and up-to-date.
 - Support the treasurer and executive secretary with ensuring that finances are managed properly, budgets are followed, business renewals are completed, and 1099 and 990 forms are filed annually.
 - Technology
 - Help committees to set up or revise registration forms, contact forms, surveys, payment forms, or other technology as needed.
 - Troubleshoot any technology issues that arise with the website, registration forms, email delivery, credit card payments, or other software.
 - Manage the organization's various free and paid software accounts.
 - Program Support
 - Support managers and directors with onboarding new volunteers.
 - Attend committee and team meetings, as invited, to support and advise the rollout of programs and events.
 - Prompt committees or volunteers if they fall behind with (or are unaware of) tasks that need to be completed.
 - As volunteers roll over, help ensure that institutional knowledge is captured and passed on.
 - Fill in for critical volunteer duties if those positions are left unexpectedly vacant, until a new volunteer can be recruited and trained.
 - Video Library and Membership Plan Support
 - Support the roll-out of an LDSPMA video library, where past conference recordings are made available for sale through an online portal.
 - Support the process of recording, editing, and managing video recordings.
 - Support the roll-out of a paid membership plan—helping conceptualize and implement the benefits, and creating and managing the subscription and membership system.
- Communications
 - Email
 - Respond to all emails sent to info@ldspma.org (our general contact email)

- Work with the relevant committees to create and send email campaigns about the awards, mentorship, master classes, etc.,
 - Coordinate the timing and pace of all emails sent to our membership
 - Curate the database of email subscribers in Mailchimp and ensure that our subscription forms and welcome email are functioning properly.
- Website
 - Regularly check that the home page is up-to-date and highlights the most current news or program.
 - Update or unpublish other web pages as needed
 - Work with the relevant committees to create new pages, as needed.
- Social Media
 - Assist committees with planning, creating, and posting social media posts to promote or highlight their respective programs
 - Respond to any messages sent to us through Facebook or Instagram
- General marketing
 - Assist the rest of the marketing committee with planning and executing other marketing, including paid ads, press releases, booths at other events, and collaborations with partner organizations
 - Make sure that all information is correct and that our branding and tone are consistent across all our communication channels.

Qualifications:

- Extreme reliability and attention to detail.
- Excellent written communication skills
- Excellent self-starter
- Great ability to keep track of work that needs done, without needing to be reminded.
- Great ability to store, retrieve, and locate information in emails and Google Workspace.
- Good grasp of grammar, spelling, and usage.
- Aptitude at a majority of the following skills (the more, the better):
 - Copyediting
 - Web design
 - Graphic design
 - Social media content creation
 - Bookkeeping/finance/budgeting
 - Video editing
 - Marketing
 - Project management
- Experience with the following software, or ability to learn it quickly:
 - Google Workspace, including Docs, Sheets, and Forms
 - WordPress (including the WP Forms plugin)
 - Mailchimp
 - Canva
 - Vimeo

- Quickbooks
- PayPal
- Stripe
- SignUp Genius
- Zoom

Perks

Besides the pay, the huge hidden benefit of this role is the connections: you will interact with well-known authors, publishing leaders, potential collaborators, caring mentors, and many others in the Latter-day Saint publishing and media world.

You will also learn incredibly valuable skills related to marketing, communications, project management, nonprofit governance, software tools, and more.

Hiring Timeline

- **September 14: Applications due**
- Late September: LDSPMA executive team reviews applications and interviews 2-4 candidates. Makes recommendation to the board of directors
- October: Board of directions makes hiring decision
- October: Hiree is onboarded. It would be great if hiree could attend the LDSPMA Conference in-person at UVU on October 17-19 (comp ticket will be provided)
- November-December: Training

To Apply

Email a resume to our president, Jen Brewer, at jbrewer@ldspma.org. Please CC info@ldspma.org on the email.

In either your email or an attached cover letter, please address the following:

- How did you hear about this job posting?
- Do you have a background in one of the industries that LDSPMA serves? (Writers, editors, publishers, musicians, artists, podcasters, and other content creators)
- Do you have any prior involvement with LDSPMA (as an attendee, member, volunteer, etc.)?
- What attracts you to LDSPMA's mission?

In your cover letter or email, please list at least one non-family reference (with phone number) who can attest to your project management skills and general reliability.

Application deadline: Saturday, September 14