

Detroit Safety Team is looking for Administrative Support Staff!

The [Detroit Safety Team](#) (DST) supports Detroiters in their ability to navigate conflict, harm, and abuse via non-punitive practices; shifting the collective understanding of accountability and personal responsibility. To transform harm, we deepen our interconnectedness and develop a shift in ownership over our safety and the safety of our community.

We promote a culture of safety absent of police presence, offer consultations with groups and individuals regarding safety and accountability, and facilitate the creation of tools and tactics of self-reliance that work outside of the structures of the state.

Purpose:

The new staff will join DST in an administrative role; offering logistical and back end support to Directors and City Wide Members.

Job Description:

This is a part-time position. The individual(s) selected for this position will be asked to perform a variety of duties, working an average of 5-10 hours per week. This is a largely administrative role, requiring an individual(s) who is extremely organized, self-motivated, and able to multitask a great deal of deliverables at once. Working closely with DST Directors, this position will also require an ability to think on your feet, prioritize tasks, and see projects through to completion. Support Staff will also occasionally be required to interface with DST clientele, and should be able to comport themselves in a professional, but welcoming manner.

Responsibilities:

- Facilitating New Client Intake
- Processing invoices
- Maintaining Organizational Calendar
- Supporting DST Directors in broad administrative tasks

Qualifications:

- High School Diploma or GED Equivalent
- Able to work self-sustainably and as part of a team
- Excellent Active listening skills
- Experience using Google Suite software
- Create and maintain action plan timelines and meet deadlines
- Excellent verbal and written communication skills
- Able to be empathetic
- Metro Detroit residence strongly preferred

- Dependable and clear communicator
- Able to express personal work capacity

Relevant Experience:

This might be a fit for you if you have previously worked as a(n):

- Administrative assistant
- Restaurant Host
- Paralegal
- Accounting Assistant

Do not be deterred if none of the above applies. DST values intentional, professional, academic, and experiential knowledge.

Salary and Work Requirements:

This is a contract position. You will be asked to work a minimum of 5-10 hours per week at \$500/month. Remote work availability.

Start date of January 5, 2021. Priority will be given to applications received by November 13, 2020. All inquiries about the position and applying can be directed to jobs.dst313@gmail.com.

DST accepts applicants of every identity, and encourages applicants who are Black, Brown, Indigenous, Lifelong/Longtime, Immigrant, Disabled, Poor/Working Class, Trans, Non-Binary, Women and Femme Detroiters. If this is you, know that your contributions and leadership are especially valuable at DST.*

How to Apply:

In addition to providing a cover letter, resume, and list of references (3), please answer the following questions. Responses should be limited to 2 pages.

Note

1. Please describe a time in your life when you were a motivated self-starter.
2. Please describe a moment in your life when you were required to balance multiple tasks..
3. Please describe your relationship to the city of Detroit, and why it is important?

All applicants should include: "Name/DST Admin" in the subject line of the emails. Please email responses and resumes to: jobs.dst313@gmail.com

Application process is open until Friday, Nov. 13, 2020

All applicants not selected for an interview will be notified via email by the week of 11/16/2020.

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