

## Brink Literacy Project Program Operations & Finance Assistant

### DETAILS

**Type:** Part-Time (20-hr) contract role with opportunities for growth

- At Brink, we are committed to creating roles for our staff that balance (1) your passion, (2) your talents, and (3) Brink's needs and goals as an organization. After 6 months in the role, you will meet with your line manager to discuss the balance of this role in these three areas and how you might grow and develop.

**Compensation:** \$1,600 - \$2,000 monthly

**Location:** Fully-remote position in the US with preference for Mountain Time Zone

- We are an asynchronous team working in US/CA and UK time zones.
- Role is expected to provide their own laptop/computer with access to reliable internet.

**Deadline:** Priority application deadline is January 8, 2025.

### ABOUT BRINK

#### Vision:

Brink believes in a world in which every person has the passion, purpose, and power to write a bright future for themselves and their communities.

#### Mission:

Brink Literacy Project works to use storytelling as a powerful tool to change the lives of people living on the brink. With a holistic approach to healing, we simultaneously tackle the personal and external barriers that hold our community back. By helping people rewrite negative personal narratives, find their passions and purpose, and connect to one another, Brink strives for a world where all people—regardless of background—have the drive and resilience to thrive.

#### Our Unique Approach:

Harnessing the power of stories, our programming seeks to tackle the internal and external barriers our students face through three stages.

1. **Intervention:** Engaging with students at pivotal turning points, we create holistic learning spaces to tackle personal barriers with mental health, mindfulness, and purpose-finding tools.

2. Transformation: Through the act of telling their stories, students strengthen resilience and self-worth, build future pathways, and gain essential education and career skills needed to achieve their goals.
3. Empowerment: Channeling their transformation outward, students learn to advocate for themselves and their communities, sharing their experiences to heal and inspire those around them

## ABOUT OUR LARGEST PROGRAMS

### Frames Comic Program

Started in 2017, Brink runs this innovative educational program in prisons in the US. Using comics as a way to court low-literacy and reluctant readers, we help students distill a single turning point in their lives into a short graphic memoir. This process works to tackle personal trauma, increase self-sufficiency, and help students gain the tools they need to get out and stay out of prison. We also now work with reintegration organizations to bring this work to formerly incarcerated adults as part of a reintegration support system. We also work closely with teenagers and young adults in order to disrupt the school-to-prison pipeline and decrease rates of youth recidivism.

### *F(r)iction*

At the heart of all of our programming, we publish *F(r)iction*, an art and literature anthology that seeks to inspire readers to think differently. Printing bestselling authors alongside brand-new talent, we use this platform to elevate marginalized voices, increase critical thinking, and spark a love of literature. Enjoyed by thousands of readers across the globe, this collection is also the primary teaching tool in all our education programs!

### *F(r)iction in the Classroom*

In partnership with high school and university professors, we work to engage students with diverse, contemporary stories using *F(r)iction* as a mentor text. These courses allow students to read and write about a wide range of topics—from heart-crushing memoirs to wild sci-fi comics—each aiming to engage reluctant readers, increase critical thinking and empathy, and spark a lifelong love of reading. Through this course, students come to understand their passion, purpose, and power, and how these key concepts can combine with their strengths to create a future of their own choosing.

### Publishing Internships

If you love storytelling and want to pursue it professionally, you'll know just how hard it is to get your foot in the door. That's why we work to create a bridge between learning about the humanities and actually working in the industry. Our remote, intensive, fifteen-week program gives emerging publishing professionals the experience, knowledge, connections, and passion to pursue their dreams.

### The Literary Tarot



A tarot deck unlocking the secrets of classic literature—we delve into the libraries of history, unearthing secrets of the cosmos through the wisdom of our favorite classic stories, all while engaging people with literary classics and encouraging community connection and dialogue through the intersection of tarot, art, and reading. An all-star team of beloved authors—including **Margaret Atwood, Stephen Fry, Roxane Gay, Patrick Rothfuss, and Celeste Ng**—paired literary works with each card in the tarot, unlocking the secrets of the arcana through the world’s most powerful stories.

## ABOUT THE ROLE


### Role Mission:

The Program Operations & Finance Assistant will support Brink’s day-to-day program operations and finance activities to be proactive, compliant, and values aligned. This role will create and improve systems to support Brink as the organization grows.

### Goals and Ownership:

At Brink, we are committed to creating roles for our staff that balance (1) your passion, (2) your talents, and (3) Brink’s needs and goals as an organization. Our workplace is made up of a small staff team with a lot of expertise, pitching in across many areas, so it is fast-paced, challenging, and highly rewarding. Please note that the below will act as a starting point for your role:

1. **Hiring & Onboarding Support:** Work with Program Managers and your line manager to develop streamlined hiring and onboarding pipelines for staff, student advisors, classroom instructors, junior editors, and *F(r)iction* in the Classroom teachers.
  - a. Develop guides to document the hiring and onboarding procedures
  - b. Assist with logistics of hiring and onboarding including downloading applications, scheduling interviews, communicating with candidates/new hires, and sending contracts drafted by Brink’s Legal Team
  - c. Collect data to help evaluate the values-alignment of Brink’s hiring and onboarding
  - d. Identify opportunities to streamline and improve the hiring and onboarding experiences
2. **Financial Assisting:** Work with the Financial Team to implement and execute Brink’s Financial Policies and Procedures.
  - a. Organize and review invoices and receipts for timely and accurate bookkeeping with Brink’s Accountant
  - b. Download regular statements and reports and send to the Financial Team
  - c. Attend monthly and quarterly meetings with Financial Team and contribute ideas for streamlining and improving financial procedures
3. **Reporting & Compliance:** Ensure 100% on-time submission of annual, quarterly, and monthly regulatory and tax filings
  - a. Keep track of upcoming deadlines
  - b. Gather necessary information from Brink team and Accountant
  - c. Where applicable, submit online filings directly or to third-party vendors.
4. **Event Planning:** Coordinate logistics for smooth and positive staff summits (2 annually) and conferences/sales/education events (2-3 annually).

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- a. Procure transportation and accommodations in a timely manner to find the best value options for Brink
  - b. Plan team meals and specified outings within budget
  - c. Research event details and coordinate with your line manager to create packing lists, schedules, and order lists
5. **Contract Assisting:** Project manage the legal contracting process, working towards majority ownership of the process
- a. Keep track of the pipeline for programmatic and partnership contracting to ensure signatures are gathered in a timely manner.
  - b. Support author contracting for *F(r)iction*
  - c. Proactively gather required information with Brink staff to identify need for new contracts.

## REQUIRED SKILLS

Brink is not a degree-based employer. We hire based on skills and ethos, not traditional experience. With that said, competitive candidates for this position will possess the following skills:

1. 2+ years of administrative, bookkeeping, and/or program coordination experience
2. Excellent organizational and time management skills
3. Excellent written and verbal communication skills
4. Strong attention to detail and accuracy
5. Ability to prioritize tasks, meet deadlines, and proactively communicate project timeline changes
6. Proficiency in Microsoft Office Suite, Asana (or other project management software), and QuickBooks Online (or other bookkeeping software).

For what it's worth, we recommend you apply even if you do not have all six of these required skills if you meet the majority of them well and feel aligned with Brink's mission and values.

## INTERVIEW PROCESS

**Step 1: Informational Interview.** Learn more about the role and elaborate on your experience (20-30 minutes)

**Step 2: Interview.** Interview with multiple Brink staffers to discuss mutual alignment and deeper discussion on your skills and experience (30-45 min)

**Step 3: Final Interview.** Interview with Brink executive (30 minutes)

**Step 4: Reference Checks.** Candidates who receive an offer will undergo a background check.

## DIVERSITY, EQUITY & INCLUSION

Brink's mission centers on inclusion, empathy, and humility. Thus, both the working environment and the materials we teach are centered on championing and embracing diversity in all its forms including, though not limited to: race, ethnicity, gender, sexual orientation, socio-economic status, religion, and disability. We do not expect all our staff to personally identify with the diverse community we serve, but a deep respect for differences and a commitment to approaching difficult topics with humility and respect is essential to our work.

Working with marginalized communities requires an enormous amount of empathy and diverse perspectives. Thus, someone who is not only comfortable but excited to engage with these populations is essential to any role with Brink.

## HOW TO APPLY

Please submit your résumé, contact details for two references, and written responses to the following questions:

- What is most compelling to you about Brink's approach? (250 words max)
- Why do you feel you'll be successful in this role? (400 words max)
- What is your superpower? You may be good at many things, but what are you truly *great* at? (200 words max)
- Describe a project or program that you led. How did you ensure the successful delivery of the final project/program? (300 words max)
- What experience do you have in event planning or organizing? Provide a successful example. (300 words max)

Please submit your application on our [Submittable](#).

