LeadMN Website Operations Associate Position

Position Description

Hours: Part-time/ contract position from August to May
Compensation: $18/ hour; 5 hours a month/ 25 hours per semester
Location: Remote/hybrid position
Reports to: Communications Director

Position Roles and Responsibilities

The LeadMN Website Operations Associates support the day-to-day maintenance and functionality of LeadMN's website. This role focuses on small, recurring updates and light page-building rather than large-scale redesign or development work. It is ideal for someone looking for flexible work while gaining experience in nonprofit digital operations and web content management.

We are looking to hire 2 Website Operations Associates for the academic year. Each associate will have specific projects and tasks they will manage.

Responsibilities of the LeadMN Website Operations Associate:

- Make routine website updates such as:
    - Updating text, images, links, documents, and webpage formatting
    - Posting scholarships, resources, and program information
- Assisting with website searchable and usability
- Build or update basic webpages using existing templates and brand guides
- Ensure content is accurate, organized, and up-to-date
- Maintain basic accessibility and usability standards (alt text, headings, readability)
- Document updates and flag larger issues or improvement opportunities
- Attend 1-day LeadMN's Incoming Leadership Training session in August at the LeadMN Office in West St. Paul
- Attend bi-weekly/ monthly meetings with the Communications Director throughout the academic year

Skills and Benefits You Will Gain

- Hands-on experience maintaining a live nonprofit website

- Practical knowledge of WordPress content management systems (CMS) and UX page builders
- Collaboration on website page layout and design
- Visualizing content for user experience and readability
- Experience working within brand, accessibility, and content standards
- Time management and prioritization skills
- Leadership and technology training opportunities
- Mileage reimbursement
- Lodging for required LeadMN events

Preferred Qualifications

- Currently enrolled for at least one credit in a Minnesota State 2-year Community or Technical College
- Experience using WordPress CMS (or other, but WordPress is preferred)
- Basic understanding of web content best practices (structure, readability, accessibility)
- Attention to detail, strong communication skills, and ability to meet deadlines
- Ability to work independently with minimal supervision
- Ability to set consistent working hours each semester with 1- 2 hours a month during Monday - Friday, 9am to 5pm for staff and associate collaboration and communication
- Personal computer with consistent access to internet
- Familiarity with nonprofit, advocacy, or student-focused organizations is a plus
- Personal qualities of integrity, credibility and commitment to remaining non-partisan while carrying out LeadMN work responsibilities

About LeadMN

LeadMN represents over 100,000 students across Minnesota's 48 public technical and two-year colleges. We work to ensure accessible, affordable, and high-quality public higher education. Through leadership development, advocacy, scholarships, and statewide collaboration, LeadMN empowers students to lead and succeed.

Our four program pillars—Leadership, Empowerment, Success, and Driving Change—provide students with the skills and confidence to achieve long-term personal and professional growth.

To Apply

Complete the application form and attach a resume. If you have questions on the application process contact Communications Director Andrea Tritschler at andrea@leadmn.org