

Operations and Business Manager (20 hours/week)
Reports to the Editor-in-Chief

The Bridge Newspaper is an independent non-profit print and online media outlet with a mission to maintain a free, independent, and local news presence in central Vermont. It operates with the help of an active board and volunteers and has strong support from the community.

The Bridge's Operations Manager works closely with the Editor-in-Chief to manage financial, administration, and newspaper distribution operations. The person in this role also works with board members and staff to keep things running, oversees the bookkeeper and office assistant, and coordinates with the advertising director.

The ideal candidate is a creative problem solver and highly organized individual with strong communication and collaboration skills, has budgeting and financial management experience, and can work independently as well as in a team, and is digitally competent.

Skills: preferred experience in QuickBooks, Google Drive, Word Press and Mail Chimp and social media management. Will train the right candidate. Experience with Google Ad Manager a plus.

Schedule: flexible hours and hybrid work opportunities 18 to 20 hours per week. At least half of that time must be onsite at The Bridge's office in Montpelier.

Pay and benefits: \$25 hour; sick leave (3 days per year); three-weeks pro-rated paid vacation.

To apply email cover letter and resume to editor@montpelierbridge.com.