

# Allied Media Projects is seeking a Network Liaison!

## Background

Allied Media Projects (AMP) has been cultivating media for liberation for over twenty years. Rooted in Detroit and connected globally, AMP supports a network of media makers, artists, educators, and technologists working for social justice. Through fiscal sponsorship, AMP envisions and attempts to model a world where we cultivate care and joy, dismantle harmful systems, and assume responsibility for creating new and liberatory ways of being. AMP's Sponsored Projects Program provides fiscal sponsorship, training and capacity building to people and projects aligned with AMP's [mission](#).

To learn about AMP, check out the following links:

- [Profiles of our Sponsored Projects](#)
- [Facebook](#)
- [Instagram](#)

## Role Overview

The Network Liaison is a core member of The Sponsored Projects Team. The Sponsored Projects Program provides one on one guidance and support to projects as they learn and navigate fiscal sponsorship through AMP's policies, protocols and processes. SPP integrates projects into the AMP Network and develops AMP's fiscal sponsorship work to meet the needs of projects. SPP supports projects with resources and ensures a collaborative relationship.

The Network Liaison is passionate about the work of supporting and resourcing our movements. They are responsible for supporting the day-to-day needs of a portfolio of fiscally sponsored projects. The Liaison coordinates with AMP departments to respond to requests and provide excellent support service. They work closely within the Sponsored Projects Program team to evaluate and implement resources for the program's network of projects.



## Responsibilities

- Cultivate positive, supportive relationships with project contacts.
- Coordinate between AMP's Accounting, Communications, Development, People & Culture and Operations departments to ensure that projects needs are met.
- Develop knowledge about the work of projects by attending project activities and events when possible.
- Lead and coordinate monthly/quarterly meetings with the assigned cohort of project leaders.
- Provide feedback on project plans and provide support with goal-setting, evaluation, and strategies, as needed.
- Review monthly financial reports and support projects in using the reports to guide decision-making.
- Facilitation skills relating to project needs, conflict, guidance and anticipating support.
- Maintain updated records of project work, and gather information for project profiles and communication requests.
- Provide resources and tools to support project fundraising strategies in coordination with AMP's Development team.
- Review and support the development of project budgets, expenses, and payments.
- Identify risk related to insurance, advocacy and project activities, in coordination with the Sponsored Projects Program Director and Operations.
- Ensure project's understanding and adherence to AMP policies, processes, and guidelines.
- Support the administration of contracts, and major processes of project onboarding, offboarding and project transitions.

## Qualifications

### Need to have...

- 5 years + experience in organizing, nonprofit, or community work.
- Experience in facilitation of small and large groups.



- Outstanding organizational skills, attention to detail, and ability to creatively problem solve.
- Experience working in community-based non-profits.
- Highly developed interpersonal and communication skills with the ability to be calm and empathetic in stressful situations.
- Desire and ability to work independently and collaboratively.

### Nice to have . . .

- Experience using G Suite, Asana, Slack, AirTable, Zoom and other collaborative tools.
- A working knowledge of the Allied Media Projects network.
- Ability to work in an emergent environment.
- Ability to assess, analyze and troubleshoot issues.
- Experience as an active media-based organizer or media-maker with a social-justice background.

## Job Details and How to Apply

This role's salary range is \$64,000-\$67,000 and includes a competitive benefits package including: employer sponsored Medical, Vision, Dental, FSA, and retirement matching.

This is a full-time position, based in Detroit, MI. This role will operate in a Hybrid working capacity from our Detroit, MI office, located at 4731 Grand River Avenue, Suite 400, Detroit, MI, 48208. The working hours for this position are Monday - Thursday, 10 am - 6 pm EST.

The ideal start date for this position is **March 24th, 2025**.



## To apply:

Please send the following to [work@alliedmedia.org](mailto:work@alliedmedia.org) with the subject line “**Last Name, First Initial - AMP Network Liaison**”

- Cover Letter
  - Please include an answer to the question: “**What strategies would you utilize to succeed in a role with evolving responsibilities?**”
- A Resume/CV

Applications will be accepted and reviewed until a candidate has been selected for the position.

*Allied Media Projects is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status or marital status.*

