



## Site Admin

### OVERVIEW

Minds is seeking a highly motivated, driven, and reliable admin to assist with content moderation, customer support, and other tasks related to the user experience. The candidate must be able to work independently, collaborate with colleagues, deliver on projects, and have consistent and reliable communication.

### ESSENTIAL SKILLS

- Strong communication and organizational skills; attention to detail
- Ability to handle controversial / graphic content and understand nuance and context
- Knowledge of Minds terms of service
- Ability and willingness to learn and evolve ideas
- Ability to work and adapt in a fast paced, startup environment

### DESIRABLES

- 1 year minimum social media experience
- 40 hours per week, flexible work hours
- Bachelor's degree
- Passion for open source, familiarity with GitHub/GitLab
- Customer support experience a plus
- Coding experience a plus
- Content creation experience a plus

### COMPENSATION

- Part-time or full-time
- Connecticut area or remote
- Competitive salary and benefits

**References required upon request**

**Contact:** [jobs@minds.com](mailto:jobs@minds.com)