



## Executive Coordinator/Manager of Board Operations

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is anchored in 45 years of community organizing and equitable economic development. Founded in 1977 to reverse disinvestment in one neighborhood, JPNDC is today a citywide leader in helping Boston families overcome barriers to economic mobility and intergenerational asset-building. Our mission is to transform the lives and amplify the voices of Boston residents who have been excluded from prosperity by an inequitable economic system.

The ideal candidate will report to the Operations Manager as a member of the Operations team. You will build and maintain relationships crucial to the success of the CEO, Board and organization as well as external visitors. You should be well-versed in office management, technical tools, software applications, and coordinating travel and business meetings. Must be professional and exercise discretion when handling sensitive information. This position is full-time, 40 hours/week, with 20 hours a week (and more as needed) dedicated to the CEO. Continued learning and professional development is encouraged.

### Key Responsibilities:

- Coordinate and participate in monthly staff, board, and other meetings and events, overseeing the organization of agendas, notes, action items, and planning to ensure smooth execution.
- Anticipate team needs and take action proactively.
- Maintain [info@jpndc.org](mailto:info@jpndc.org) email inbox
- Maintain and Manage organization's conference room calendars
- Oversee equipment operations and technician support management
- Manage relationships with vendors, negotiates rates: Cleaning, Postal, Staples, Docusign, etc.
- Training temporary or part-time help
- Respond to e-mails from Staff/etc.
- Review staff calendars for upcoming events
- Assist with maintaining data bases: ProCare, Salesforce, etc.

### Executive Support:

- Manage CEO calendar. Assist with scheduling, email follow-up, and other related activity as needed
- Prepare Board Packet: Coordinate with Leadership team for collection of board reports collected, posted and emailed (including translations). Gather other items such as minutes, votes, newspaper articles, etc.
- Manage Minutes, at Board and various committee meetings



- Track all votes, ensure signatures are collected, post and file with the appropriate dept.
- Perform other related duties as required.

### **General Qualifications**

- Must have a minimum high school diploma or equivalent
- Strong technology skills and intermediate level in Microsoft Office: Excel, Word, PowerPoint, and Outlook
- Able to prioritize and multi-task
- Excellent communication skills (both written and verbal)
- Strong analytical skills

**Employment Terms:** This is a full time position salary up to \$50,000-55,000 based on experience.

**Send cover letter and resume to:** Virginia Hampton, Human Resources and Administration Manager., Jamaica Plain Neighborhood Development Corporation, 31 Germania Street, Jamaica Plain, MA 02130, Fax: 617-524-3596, email: [vhampton@jpndc.org](mailto:vhampton@jpndc.org). No phone calls please.

POSITION OPEN UNTIL FILLED

**JPNDC is an Affirmative Action/Equal Opportunity Employer**