



## ADMINISTRATIVE ASSISTANT

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is anchored in 46 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 racial and economic inequities.

The JPNDC's Full-Time Administrative Assistant position provides administrative support to a staff of 30 and growing in a community based, non-profit development corporation. The Administrative Assistant reports directly to the Director of Operations and works as part of the Operations Team.

### Responsibilities

- Welcome visitors to the office; directing them to the appropriate staff person, meetings, or to the appropriate Brewery tenants.
- Answer a multi-line telephone; screen calls for staff members, answering questions from the public and directing them to appropriate staff person.
- Manage conference room calendars.
- Arrange, pickup, and distribute all mail & packages receive, sort, and distribute incoming mail and deliver outgoing mail.
- Manage general administrative duties such as filing, typing, copying, binding, scanning etc.
- Manage supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintain inventory stock in conference rooms, copiers, breakroom kitchen and 1<sup>st</sup> & 2<sup>nd</sup> floor kitchenettes.
- Maintain common areas, including kitchen, administrative storage, conference rooms, and spaces with office equipment. Assist in keeping the general office space in order and free of clutter.
- Oversee equipment operations of audio and visual equipment for meetings and/or training.
- Coordinate translation assistance as needed.
- Assist Operations Coordinator with training new employees, intern, or volunteer on basic operative needs.
- Provide administrative back-up support to Executive Assistant for Board and Committee needs.
- Coordinate use and maintenance of info@jpndc.org and JPNDC's Newspaper Clipping Notebooks (as needed).
- Provide administrative support to all departments, including scheduling and setting up meetings and events.
- Receive and distribute payments for rent and childcare fees for the Finance Department. Mailbox and Walk-in.
- Maintain IT equipment inventory and staff IT workstation requirements.
- Maintain and manage staff directory with current staff contact information.
- Assist Operations with other duties as assigned.

Special Projects:

- Requested by Managers/Directors

**The ideal candidate will have**

- High School Diploma; Associate's degree preferred.
- 2-4 years' experience as Administrative/Office Assistant
- Fluent in English/Spanish preferred
- Proficiency in Microsoft Office Suite (MS Excel, Word, and PowerPoint)
- Excellent verbal/written skills, problem solving, and organizational abilities.
- Attention to detail, and ability to manage multiple tasks simultaneously.
- Punctual and possesses excellent time management.
- Reliable commute/car

**Employment Terms/Compensation:** This is a full-time M-F 9am-5pm, salaried position \$40,000-45,000. Must be available some evenings and occasional Saturdays on a scheduled basis.

**Email cover letter and resume to:** [vhampton@jpndc.org](mailto:vhampton@jpndc.org) **No phone calls please.** Positions open until filled.

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