

Dewitt Center Program Coordinator

About MPDC. Madison Park Development Corporation (MPDC) is a 55-year old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. Full time positions include a generous employee benefit package.

MPDC owns and operates **The Dewitt Center, a 21,000 SF state of the art community facility** located in the heart of Madison Park Village, adjacent to Nubian Square. The facility, which opened in 2018, includes a licensed after school facility, full service technology center, multi-purpose classroom space, gymnasium and dedicated teen room. Programming at Dewitt Center is intended to supplement MPDC's community programs and provide a wide range of educational, athletic, arts and civic programming and resources to the residents of MPDC and the surrounding community. Reporting to the Director, Dewitt Center, this position has a salary range of \$50,000 - \$54,000

Responsibilities:

The Dewitt Center Program Coordinator contributes to the success of the center by providing a broad range of administrative and program support.

- Support the Dewitt Center Director with programming, outreach and partner/vendor relations
 - Maintain program and vendor contact information
 - Coordinate space usage with program vendors, MPDC departments and community organizations
 - Schedule and confirm MPDC resident use
 - Collect event, program and vendor data
 - Produce internal and external reports using Excel and Salesforce
 - Support membership outreach and enrollment
 - Support marketing and communications, including production of brochures, flyers and monthly newsletter content
 - Gather and compile program information for board reports (monthly)
- Coordinate and provide programming for the teen room and open gym
 - Teen Youth Council
- Provide administrative support, working closely with the Dewitt Center Director and Receptionist
 - Support front desk coverage
 - Write and distribute email, correspondence memos, letters, faxes and forms
 - Prepare Memorandum of Understanding (MOUs) and other documents for all programs
 - Collaborate with external program partners to help ensure a successful event.
 - Coordinate IT support
 - Maintain Dewitt Center programming calendar in Outlook
 - Prepare and submit expense reports
 - Maintain filing systems
 - Order supplies

- Maintain a log of incidents, complaints and issues
- Other responsibilities as assigned

Qualifications:

- Bachelor's degree, preferred
- 1-3 years program outreach and administrative experience
- Demonstrated customer service and problem-solving skills
- Strong interpersonal, written and verbal communication skills
- Experience working with diverse populations
- Proficiency in Microsoft Office Word, Excel, PowerPoint, and Publisher
- Working knowledge of Salesforce preferred
- Ability to balance multiple projects while performing at a high level
- Excellent organizational skills, including workload management and the ability to complete tasks with a minimum supervision.
- Bi-lingual a plus.

Benefits:

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; paid holidays; generous cost sharing for medical insurance, 401k plan with generous match, and much more! **Some weekends and evenings required.** COVID vaccination or medical exemption process required. MPDC staff members are reporting to our Roxbury, MA office on a hybrid basis. Please submit a resume and cover letter to HR@madison-park.org

Visit our website at www.madison-park.org for more information about MPDC.