

Full-Time Administrative Assistant

Madison Park Development Corporation (MPDC) seeks a full-time Administrative Assistant for the Dewitt Center. The Administrative Assistant must be a self-motivated professional with unwavering integrity and dedication. Reporting to the Dewitt Center Director, the Administrative Assistant is responsible for providing administrative support to the center.

Responsibilities:

- Provide regular front desk coverage including managing a multi-line phone system (answer main line and direct phone calls when receptionist is out)
- Act as the point of contact for internal and external clients
- Assist with the collection, compiling and reviewing of the monthly/quarterly reports from program vendors/partners
- Develop and maintain a filing system
- Write and distribute email, memos, letters, faxes and forms
- Update Dewitt Center calendar
- Maintain program partners contacts on spreadsheet
- Submit and reconcile expense reports
- Maintain a log of complaints or issues
- Contact tech support if IT issues occur
- Create attendance sheets for events/workshops/activities. Track all attendance sheets and record data in Salesforce
- Coordinates publicity of programs and activities by creating of flyers and maintaining newsletter with support of the director
- Schedule and confirm room rentals, collect rental deposits, and work with event attendants to coordinate event set-up and break down
- Maintain appointment diary either manually or electronically
- Organize and schedule appointments for director
- Support director with rotating exhibits in the art gallery
- Support with annual MPDC events
- Coordinate space usage with vendors
- Support with marketing and communication strategies
- Provide coverage for the teen room and gym as needed
- Contact security company when needed for additional coverage
- Monitor cameras when receptionist and or security is not present
- Act as back-up at receptionist desk as needed
- Perform other job-related duties as assigned

Qualifications:

- College degree required
- 1 – 3 years of administrative experience
- Strong written and verbal communication skills
- Proficiency in Microsoft Office applications, particularly Word, Excel, Powerpoint, and Publisher
- Working knowledge of Salesforce preferred
- Ability to balance multiple projects while performing at a high level
- Ability to be flexible, possess a strong work ethic and an entrepreneurial spirit
- Effective customer service and problem-solving skills
- Energetic, enthusiastic and interested in learning in a fast-paced, fast-growing organization
- Strong interpersonal skills, including the ability to deal with a diverse population
- Excellent organizational skills, including workload management and the ability to complete appropriate projects with minimal supervision. Must be detail- oriented
- Bi-lingual in English/Spanish a plus

Benefits/Compensation:

Rate of pay is \$20.00 per hour. We offer an extensive benefits package.

About Us:

Founded in 1966, Madison Park Development Corporation's mission is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. Our multifaceted approach to community building is realized through three departments: 1) real estate, which produces and preserves affordable housing for low income families; 2) community action, which builds community cohesion through health and wellness initiatives, violence prevention, civic engagement and resident leadership; and, 3) Hibernian Hall, our arts and culture department, which nurtures the arts in Roxbury by presenting high quality theater, dance, music, film and spoken word.

Please submit your resume to zoliver@madison-park.org or fax to 617-541-4900. To learn more about MPDC, visit our website at www.madison-park.org.