



Madison Park Development Corp. Seeks An Administrative Assistant

About Madison Park Development Corporation

Founded in 1966 by residents as one of the first community-based non-profit organizations to independently develop affordable housing for low- and moderate-income residents, [Madison Park Development Corporation \(MPDC\)](#) fosters the social, physical, economic, and cultural renaissance of the Roxbury to create a vibrant, healthy neighborhood that supports the well-being and advancement of the entire community.

For close to sixty years, MPDC has developed, preserved, and managed [1,400 units](#) of quality, mixed-income housing, commercial space, and two community facilities. MPDC also offers a robust array of [community action programs](#) that include resident leadership and engagement, youth development, health equity and wellness, financial literacy, and arts and culture programming.

Position Overview

MPDC seeks an Administrative Assistant to be an integral member of a dynamic, collaborative, mutually respectful, and mission-centered team at The Dewitt Center. Reporting to the Program Manager, the ideal candidate for this role will be collaborative, energetic, and detail-oriented—utilizing those skills to assist with keeping the day-to-day functions of the Dewitt Center running smoothly!

The Dewitt Center, which opened in 2018, features daily programs & classes, including financial literacy, workforce development, tutoring, mentorship, college preparation, after-school youth development, and much more. The Dewitt Center also features a state-of-the-art technology lab, an after-school program, a summer camp, and health & wellness programs, including sports & fitness activities in the gym.

Specific Responsibilities

Administrative/Clerical

- Provide regular front desk coverage including managing a multi-line phone system, make sure all visitors and members sign in, process memberships, monitor cameras, act as a point of contact for internal and external clients
- Write and distribute email, correspondence memos, letters, faxes and forms as needed
- Develop and maintain a filing system
- Organize conference and meeting room bookings
- Organize and schedule appointments for program Manager and Director
- Update Dewitt Center calendar
- Maintain program partners' contacts
- Maintain a log of complaints or issues
- Submit and reconcile expense reports
- Contact Director of Operations if IT issues occur
- Assist with the collection, compiling and reviewing of the monthly/quarterly reports from program vendors/partners

Marketing & Communications

- Assist the Communications Dept. in designing and editing quarterly Dewitt Programming catalogs and flyers
- Maintain newsletter with support of the program Manager
- Support with marketing and communication strategies including maintaining Dewitt social media platforms

Events, Programs, and Center Maintenance

- Support director with rotating exhibits in the art gallery
- Support with MPDC events
- Schedule and confirm event room rentals, collect rental deposits, set up and break down room if needed
- Create and track all attendance sheets of workshops/activities/ events and vendors and input in Salesforce
- Maintain and stock first and second floor kitchen areas
- Provide coverage for the teen room and gym as needed and contact security company when needed for additional coverage
- Inventory and supply management for center
- Other duties as assigned

Desired Credentials/Profile of the Ideal Candidate

- 1 – 3 years of administrative experience
- Working knowledge of Microsoft platforms (Outlook, Word, Excel, PowerPoint etc)
- Working knowledge of Salesforce preferred
- Passion for and commitment to MPDC's mission, vision, and values.
- Ability to work a flexible schedule including nights and weekends

Skills and Experience

- Strong written and verbal communication skills
- Experience with Canva a plus
- Knowledge of Facebook and Instagram platforms (including the Meta Business Suite) required
- Video editing skills a plus
- Ability to be a self-starter, work collaboratively, and pay high attention to detail in a fast paced environment

Compensation and Benefits:

This is a full-time, hourly, non-exempt position with a starting salary range of \$20.00 to \$22.00 per hour. MPDC offers an excellent benefits package including four weeks paid vacation; paid holidays; generous cost sharing for medical insurance, 401k plan with generous match, and much more!

Application Process and Additional Information

MPDC is an Equal Employment Opportunity and Affirmative Action Employer which encourages applications from candidates from diverse backgrounds and cultures. Candidates of color and/or candidates who know and/or represent the communities MPDC serves are strongly encouraged to apply. CORI check and references are part of the hiring process. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made dependent upon whether the offense prevents or does not prevent the applicant from working safely with our population and community.

Candidate must include a resume and a cover letter that describes how your qualifications and experience match the needs and mission of MPDC. Applications will be accepted until the position is filled. Upload required documents to: hr@madison-park.org