

Boston Community Capital – Job Announcement

Position Title: Administrative Assistant

About the Administrative Assistant Position:

Boston Community Capital seeks a flexible individual with strong MS Office skills who is eager to learn, enjoys being handed a variety of tasks, and demonstrates a passion for community development. The Administrative Assistant works across departments and program areas at BCC. This is a critical support role for BCC's diverse team of staff.

This position requires technological aptitude as well as strong telephone and customer service skills. The administrative assistant is the primary contact for office management issues and general staff assistance. The employee will also serve as an intake specialist for the Stabilizing Urban Neighborhoods (SUN) Initiative. The SUN Initiative is a foreclosure relief program which works to help families with stable income keep their homes with a mortgage they can afford.

Primary Responsibilities:

- Meet and greet clients, vendors, and partners in person or via telephone. The Administrative Assistant is often the first contact with the organization and should respond promptly, efficiently, and articulately to all calls and visitors. Set up conference rooms, coordinate lunches, and provide logistical support for on-site meetings.
- Respond to inquiries for the SUN Initiative. Schedule pre-qualification appointments and manage loan officer calendars. Request, collect, and file applicant financial documents. Become proficient in uploading information and pulling reports from the SUN database.
- Provide support to various departments in the areas of filing, technical support, photocopying checks, and formatting important documents. As the primary office assistant to staff members, coordinate travel plans and registration for various events.
- Maintain inventory of office supplies and ensure that sufficient quantities are on hand. Working with the operations department, serve as liaison to vendors and follow up on maintenance, IT, and telecommunications needs.
- Sort and distribute incoming mail and other deliveries. Ensure outgoing mail is posted and ready for pickup.
- Working closely with the development department and senior management, prepare packages for board members and assist in special projects and reporting for various stakeholders.

Qualifications:

- 1-5 years of work experience required
- Exceptional attention to detail as well as strong organizational and communication skills
- Demonstrated ability to work in a fast paced environment while balancing multiple competing priorities
- Mission driven team-player; able to work independently, set goals, and model a positive attitude
- Professional demeanor and appearance with proven ability to provide excellent customer service
- Maturity and keen sense of judgment

- Proficiency in Microsoft Outlook, Office, and exposure to other professional software programs
- Driver's license preferred, no personal vehicle required

Salary/Benefits: Salary is commensurate with experience. Boston Community Capital offers an extremely generous health, dental, & vision benefits, FSA, fully-paid life and Long-Term disability insurance and a 401k plan with company matching. The office is located in historic Palladio Hall in Dudley Square with easy access to mass transit options and private parking.

About Boston Community Capital:

Boston Community Capital (BCC) is a non-profit community development financial institution whose mission is to build healthy communities where low-income people live and work. BCC accomplishes this mission by investing in projects that provide affordable housing, good jobs, and new opportunities in low-income communities, connecting these neighborhoods to the mainstream economy.

Since 1985, BCC has invested more than \$750 million to support organizations and businesses that benefit underserved communities. BCC loans and investments have helped:

- Build or preserve over 13,000 units of affordable housing
- Support child care facilities serving over 8,900 children
- Finance schools and youth programs serving over 3,200 low-income students
- Healthcare facilities providing a comprehensive range of care to over 66,000 patients
- Renovate over 1 million square feet of commercial real estate in distressed communities
- Create more than 1,500 jobs in low-income communities
- Generate over 7.5 million kilowatt hours of solar capacity
- Provide fixed-rate mortgages that have allowed over 300 families facing foreclosure to remain in their homes.

To Apply:

Email a cover letter and resume to jobs@bostoncommunitycapital.org with your name and the phrase 'Administrative Assistant Position' in the subject line.