

JOB DESCRIPTION
PART-TIME ADMINISTRATIVE ASSISTANT

The JPNDC's Administrative Assistant position provides bilingual administrative support to a staff of over 40 in a community based, non-profit development corporation.

Responsibilities:

- * Welcoming visitors to the office; directing them to the appropriate staff person, meeting or to the appropriate Brewery tenants.
- * Answering multi-line telephone; taking messages for the other staff, answering questions from the public, directing them to appropriate staff person.
- * Editing/formatting and printing correspondence, reports, proposals or applications typed by other staff.
- * Arrange for package delivery and messenger services. (As needed)
- * Coordinate use and maintenance of JPNDC's Newspaper Clipping Notebooks. (As needed)
- * Assisting with the maintenance of filing systems.
- * Assisting with office supplies inventory.
- * Making copies and faxing.
- * Assisting with translation of JPNDC announcements, flyers, brochures, etc. (As needed)
- * Provide administrative back up to support three Board of Directors and various Board committees. (As needed)
- * Receive payments for rent and child care fees.
- * Maintain common areas, including kitchen, conference rooms, and spaces with office equipment. Assist in keeping the general office space in order, free of clutter.
- * Other duties as assigned.

Qualifications:

- * Fluent in English/Spanish.
- * Some knowledge of MS Word and Excel.
- * Excellent verbal/written skills and organizational abilities
- * Attention to detail, able to manage multiple tasks simultaneously.
- * Previous experience in an office setting.

Compensation and Salary range:

Part-time position 10 hrs. / wk.
\$12.00 an hour without benefits

Interested candidates please submit your cover letter and resume to:

Michelle Diaz
Office Manager
Jamaica Plain Neighborhood Development Corporation
31 Germania Street.
Jamaica Pain, MA 02130

Or via e-mail:

mdiaz@jpndc.org