



OFFICE ADMINISTRATOR

Position Summary

The Office Administrator is responsible for maintaining a welcoming office environment by coordinating office activities while providing clerical and administrative support to the team.

The Office Administrator will be responsible for carrying out various office administrative support activities on a part-time basis. This position is 20 hours per week, with 4 days in our office (Mon-Thu) with potential opportunity to increase hours. Any change to the responsibilities, work assignments, and/or schedule of this position will be based on the mutual agreement between the Office Administrator and Operations Manager.

*This position will be temporarily located at 1035 Cambridge Street until our relocation to 430 Rindge Avenue in July.

KEY RESPONSIBILITIES:

- Maintain the office, including but not limited to ordering supplies, keeping the office shared spaces and kitchen in order.
- Manage guest entry to the office space through our security access system.
- Answer calls and greet guests, directing them to the appropriate team member/department and provide resource materials for our programs.
- Assist the Housing Resources Department with mailings, labels, copying/scanning and other administrative tasks.
- Distribute mail and other correspondence to the appropriate team member/department.
- Order food for internal meetings and events and assist with the planning and logistics for staff events.
- Assist Human Resources and Operations Manager with onboarding set-up for new employees.
- Coordinate fundraising materials for the Resource Development team.
- Provide additional administrative support for members of the Leadership Team as required.
- Other office related tasks and special projects duties as assigned.

QUALIFICATIONS:

- Strong verbal and written communication skills as well as interpersonal and organizational skills.
- Technical aptitude and proficiency with Microsoft Office Suite.
- A positive professional demeanor and the ability to work well with diverse populations.
- High school diploma and a minimum of three (3) years of administrative experience as a Receptionist, Clerk, Administrative Assistant, or related position.
- Willingness to learn new skills.
- We especially encourage women, GLBTQIA+, BIPOC, or those with disabilities to consider how they may have developed the skills needed for success in ways other than via the means listed above.

WORK REQUIREMENTS:

- This is a 20 hour per week in-person position.
- Contributes to create and maintain a welcoming, caring, and learning culture. Lead and/or participate in community building efforts across the organization and contribute to dialogues about and across differences in identity, and regarding cultural barriers, racial bias, and workplace norms and expectations.
- All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

SALARY AND BENEFITS:

This is a 20 hour per week in-office position. Salary starts at \$24/hour, with potential merit-based raises. Benefits include paid time off, employee assistance program, commuter benefits, and 401k savings plan with a 3% employer contribution after 6 months of employment.

About Just A Start

Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. Together, we strive to provide an environment that values diversity and promotes an inclusive culture. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

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