



## PROGRAM ADMINISTRATOR (PART-TIME)

**Hours:** Half-time (20 hours/week, flexible scheduling)

**Location:** Fowler Clark Epstein Farm, Mattapan (Hybrid online/in-person, most work can be done remotely; in-person meetings, tasks, and events; familiarity with the Boston area is preferred)

**Application Deadline:** **January 27, 2023**

**Compensation:** \$25-35/hour depending on experience, plus part-time-equivalent vacation benefits

**Boston Farms Community Land Trust** is seeking a highly organized, efficient, detail-oriented, self-directed individual to provide administrative support for the development and stewardship of urban farmsites in Mattapan, Dorchester, and Roxbury.

### RESPONSIBILITIES

- Manage organizational communications, including website, mailing list, and social media
- Conduct bookkeeping, including bank reconciliation, invoices, vendor payments, and staff payments
- Manage administrative portions of fundraising, including the processing of sponsorship and benefits, assistance with grant writing and reporting, and tracking and acknowledgment of donors
- Support fundraising event planning and execution; manage event promotion and registration
- Schedule organizational meetings and record meeting minutes
- Assist with annual government and tax filings, and ensure annual insurance renewal
- Provide other administrative support as needed

### REQUIREMENTS

- Experience in administrative management and communications
- Strong organization, communication, interpersonal, and bookkeeping or financial management skills
- Advanced knowledge of digital platforms like Google Docs, Microsoft Word/Excel, or equivalent platforms
- Interest in community land ownership
- **Preferences:** Experience with Quickbooks, WordPress, Squarespace, Salesforce, or equivalent platforms; Background in nonprofit administration and/or fundraising; Understanding of community/neighborhood engagement
- **Key Characteristics:** organized, attentive to detail, self-motivated, self-directed, eager to learn

### ABOUT BOSTON FARMS COMMUNITY LAND TRUST

**Boston Farms** is a Black-led community land development and management nonprofit. We build and protect urban farms across the neighborhoods of Roxbury, Dorchester, and Mattapan, making our farms accessible to Black and Brown neighborhood farmers and supporting their success. We own 5 sites and are actively expanding. In early 2020, the board adopted a **3-Year Strategic Plan (2020-22)**.

**To Apply:** Please be sure to read this posting thoroughly. If interested, please email your cover letter, resume, and writing sample (persuasive writing preferred) to **[jobs@bostonfarms.org](mailto:jobs@bostonfarms.org)**, with the subject line: 'Program Administrator Application'.

We welcome diverse candidates and residents of our neighborhoods of Mattapan, Dorchester, and Roxbury.