**JOB POSTING: Program Administrator**

The [Builders of Color Coalition](buildersofcolor.com) is seeking an organized, detail-oriented, self-directed individual to provide administrative, research, and event organizing support to the development and expansion of programming to increase access and diversity in Boston’s real estate sector.

**Hours:** Full-time  
**Location:** Boston  
**Start Date:** ASAP by 6/1/21  
**Compensation:** $60-75K annually depending on experience, plus vacation benefits

**Responsibilities:**
- Lead and support event planning; manage event promotion, registration, and execution  
- Manage organizational communications, including website, mailing list, and social media  
- Manage biweekly jobs board, bids board, and monthly events calendars  
- Facilitate registration and maintain entries in our network database  
- Manage and assist with industry research to guide organizational priorities  
- Manage administrative portions of fundraising, including processing of sponsorship/grants and benefits  
- Conduct bookkeeping, including bank reconciliation, invoices, vendor payments, and staff payments  
- Schedule organizational meetings and record meeting minutes  
- Assist with annual government and tax filings, and ensure annual insurance renewal  
- Provide other administrative and organizational support as needed

**Requirements:**
- Experience in administrative work, event planning, communications, and financial management  
- Strong organization, communication, marketing/promotion, and interpersonal skills  
- Ability to conduct manual tasks for in-person events (when they resume), including equipment setup/breakdown/transport, with assistance of organization leadership and event management staff  
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent platforms  
- Interest in diversity, equity, and inclusion work  
- **Preferences:** Experience with Quickbooks, Mailchimp, Squarespace, or equivalent platforms; Background in nonprofit administration and/or fundraising; Understanding of some aspects of real estate, urban planning, community development, and/or economic development  
- **Key Characteristics:** organized, attentive to detail, self-motivated, self-directed, eager to learn

**About the Builders of Color Coalition:**
The Builders of Color Coalition ([buildersofcolor.com](buildersofcolor.com)) is an education, networking, and resource consolidating organization -- working to increase access and diversity in Boston’s commercial real estate sector, to create generational impact in expanding economic opportunity. The organization was founded in 2017 and has grown to a base of more than 500 real estate professionals of color and strong connections across the industry. To date, BCC has been volunteer-led by its founder and Board President, with part-time paid administrative support, and an engaged 12-person Board. The Board is currently finalizing a [4-year strategic plan](buildersofcolor.com). The organization has applied for 501(c)(3) status and anticipates receiving this determination by spring 2021.

**To Apply:** Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to Dave Madan at info@buildersofcolor.com with the subject line ‘BCC PA Application’. We welcome diverse candidates.