

**ACTION FOR EQUITY  
ADMINISTRATIVE ASSISTANT  
POSITION DESCRIPTION**

Action for Equity is a community-based coalition working in the greater Boston region, focusing on racial and class equity. As a coalition of community-based and social justice organizations, we are working for all people to have quality housing, good jobs and job access, environmental quality, and transportation access, among other things as steps to reach the society we want. We are led primarily by people of color. Take a look at [www.action4equity.org](http://www.action4equity.org)

The Administrative Assistant will promote Action's goals by providing administrative services and program support. Must be a self-starter. Must be able to work well with people in and out of the office. Willing to learn and share. This is not a traditional typing, copying, and filing job. This is for someone who is a troubleshooter, able to set up and maintain phone systems, computer and tech support, etc.

**DUTIES AND RESPONSIBILITIES**

Oversee daily operations of office. Billing and some bookkeeping. Assist with special projects and provide clerical and outreach support when needed.

1. Technical support
2. Inventory and supplies.
3. Billing
4. Maintain mailing list
5. Assist with preparation for community meetings
6. Help coordinate volunteers (community service, interns).
7. Assist scheduling meetings
8. Support organizing staff with outreach efforts ( prepare flyers, phone calls, mailings)

**QUALIFICATIONS**

Clerical experience

Excellent oral and written skills

Ability to work with diverse populations

Ability to speak Spanish helpful, but not necessary

Must have knowledge of computer systems and be able to trouble shoot

High School graduate or equivalent

Must be available to work some evenings and weekends

Event planning experience helpful, but not necessary

**COMPENSATION**

Starting salary \$40,000, health benefits, paid vacation

Contact person: Marvin Martin – [marvin@action4equity.org](mailto:marvin@action4equity.org)