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

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 neccessary
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