



Job Title: Administrative Coordinator
Department: Operations
Reports To: Director of Operations
FLSA Status: Exempt

About Dorchester Bay Economic Development Corporation (DBEDC)

DBEDC is a Community Development Corporation (CDC) and a certified Community Development Financial Institution (CDFI). Founded in 1979, we work to build a strong, thriving, and diverse community in Boston's North Dorchester and Roxbury neighborhoods. We develop, preserve, and sustain affordable rental and ownership housing. We lend capital to and coach small businesses and prepare job seekers for well-paying sustainable employment. We stabilize tenancies and foster community leadership. We're focused on equitable development without displacement and providing opportunities for economic mobility.

We are one of Boston's oldest and most established community development organizations, with an annual operating budget of approximately \$11 million and a staff of 36.

About the Role

DBEDC is seeking qualified applicants who can help advance Dorchester Bay Economic Development Corporation ("DBEDC")'s mission by providing day-to-day administrative and special projects to support the daily operations of our offices. The Administrative Coordinator may support projects at the discretion of the Director of Operations.

What you can expect to do in the role:

- Provides first-in-class customer service to all internal and external customers.
- Be a strong representative for DBEDC's brand.
- Complete a variety of office management and reception tasks including: managing inventory and ordering of office supplies; staffing the reception area; greet and assist visitors, answering phones and web inquiries.
- Ensure office efficiency by overseeing the maintenance of office spaces, handling correspondence, and managing file systems.
- Oversee day-to-day office activities as the main point of contact in the reception area, and keep the Director of Operations informed regularly.
- Provide direct administrative support as needed, including scheduling appointments, meetings, and events; maintaining file systems; mailing and shipping packages; and updating contacts database and employee lists.
- Coordinate with the IT unit on office equipment issues and needs.
- Collect and organize invoices and checks via mail and track and prepare for the accounting team to process.
- Oversee and maintain office equipment for uninterrupted function, identify needs and acquire supplies, manage vendor relationships, and coordinate food deliveries when requested.

- Manage all aspects of space/infrastructure planning (ex: moves, additions, changes to workstations) and provide answers, resources, and solutions when requested.
- Demonstrate an ability to maintain credibility, confidentiality, trust, and rapport with staff.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and with excellence; follow through on projects, including special projects, to successful completion, often with deadline pressures.
- Maintain quality filing and communications systems including contact management, document management, and archiving.
- Other duties as assigned.

Qualifications

- Desire to be part of an organization that is committed to racial equity and serves a diverse community predominantly of color.
- Understand and demonstrate commitment to racial equity.
- Minimum of three years full-time, directly relevant administrative support and professional work experience.
- Must have scheduling/calendaring experience.
- Exceptional organizational, interpersonal, and oral/written communication skills; strong attention to detail.
- Ability to handle multiple tasks simultaneously, prioritize accordingly, juggle changing deadlines, and understand the nuances associated with supporting and collaborating with senior level staff members.
- Demonstrated ability to work well independently and effectively in a fast-paced environment (in person and virtually, now and in the future), being flexible and adaptable, accommodating last-minute changes, responding to a high volume of email and phone inquiries, while maintaining excellent customer service, accuracy, and prompt response time; lead projects and effectively prioritize time and tasks.
- Ability to work well in a highly collaborative team environment with proven ability to build strong relationships with individuals at all levels of an organization, as well as external constituents.
- Learns and grows from mistakes, course correcting, when necessary, promptly and transparently.
- The person must possess strong character, strong judgment, and adhere to the utmost confidentiality and discretion with confidential and sensitive issues.
- Strong computer skills; Proficiency in Microsoft Office Suite or Google Suite
- Exceptional English language verbal and written communication skills.
- Must be able to work flexible hours including early mornings, some evenings, and (rarely) weekends.
- Must have the ability to travel within the Boston region for procurement and to support events

It would be additionally phenomenal if you:

- Experience working with individuals from diverse and multicultural backgrounds and communities.
- Verbal and written fluency in Spanish, Cape Verdean Kriolu, Haitian Creole, or Vietnamese is strongly preferred.
- Knowledge and experience with a CRM system, preferably Salesforce; experience with task/project management software like Trello or Asana is a plus.

Other important details:

- Don't be discouraged from applying if you don't "check all the boxes". We appreciate the uniqueness of

candidates and there is no "perfect" resume!

- Salary range: \$65,000 - \$75,000

Studies have shown that compensation disparities have a negative impact on people of color and women due to salary negotiations. DBEDC is committed to ensuring transparency and equity in compensation by posting salary ranges for all job opportunities and determining salary based on skills, experience, and relevant credentials. To ensure we are consistent with our commitment to pay equity, we will make our best offer and will not negotiate compensation offers.

Total Compensation

DBEDC's total compensation package features an amazing set of benefits which we considered towards the overall compensation, including:

- (5) Generous cost-sharing medical insurance packages for selection and no eligible waiting period.
- Employer paid Dental and Vision coverage.
- Flexible Spending Account and Dependent Care Assistance program
- Short-Term Disability, Long-Term Disability, Life and Accident Death
- Commuter Benefits Program
- Employee Wellbeing On-Demand Services
- Perks at Work Program
- 3 personal days
- 5 weeks' vacation
- 15 sick days
- 17 paid holidays
- Birthday leave
- 5 volunteer days
- 403 (b) plan with generous employer contribution
- Flexible hybrid work environment

The Selection Process

To apply for this opportunity, please [click here](#). Please submit a cover letter detailing your interest and qualifications for this opportunity, along with a resume. No phone calls or letters please.

DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with communities. We welcome and encourage applications from black, indigenous, and persons of color, members of the LGBTQ+ community, persons with disabilities, persons from unconventional career paths, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.