



EXECUTIVE ASSISTANT (PART-TIME)

Hours: Half-time (20-25 hours/week, flexible scheduling, with the possibility for full time)

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: June 15, 2024, 11:59pm EST

Compensation: \$35-45/hour depending on experience, plus part-time-equivalent vacation benefits

Boston Farms Community Land Trust is seeking a proactive problem solver with exceptional communication skills and meticulous attention for details passionate about administration to be a supportive force who empowers our organization to thrive in the development and stewardship of urban farmsites in Mattapan, Dorchester, and Roxbury.

RESPONSIBILITIES

- Manage organizational communications, including website, mailing list, and newsletters
- Manage information in an organized and clear fashion for Boston Farms, related committees, and the public. This includes meeting information and materials, group notes, internal documents, and any documents or messaging being shared with the broader community.
- Provide administrative and office support, such as typing, dictation, spreadsheet creation, and maintenance of filing system and contacts database
- 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

- 4+ years of experience in administrative management and communications role
- Strong organization, communication, interpersonal, and bookkeeping or financial management skills
- Advanced skill with office productivity tools and digital platforms like Google Docs, Microsoft Word/Excel, or equivalent platforms
- **Preferences:** Proficiency with Quickbooks, WordPress, Squarespace, Salesforce, or equivalent platforms; Experience in overseeing budgets and expenses; Experience in developing internal processes and filing systems
- Background in executive-level administration; Understanding of community/neighborhood engagement and nonprofit systems

Key Characteristics: organized, attentive to detail, self-motivated, self-directed, eager to learn

To Apply: Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to jobs@bostonfarms.org, with the subject line: 'Executive Assistant Application'.

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