

Economic Development Assistant

Codman Square Neighborhood (NDC) seeks an Economic Development Assistant (EDA). The EDA is responsible for supporting administrative matters for all programs within the Econ Development Dept including but not limited to: extensive online data management and reporting, customer interface, intake and gathering of financial and other documents needed to complete foreclosure and other client files, managing administrative tasks related to closing home rehab loans, prepping and packaging materials for financial education classes, supporting the development and implementation of marketing materials, working with financial counselors and the Dept Director on other related administrative issues.

Skills/Experience: At least two years of administrative experience, with proven online data management and reporting experience. Bachelors degree a plus. Excellent skills in Word, Excel, and data management software a must. Ability to work independently, and as part of a team, in a fast-paced environment and balance multiple projects and deadlines, while simultaneously prioritizing work. Ability to work with the public, with exceptional customer service skills important. Bi-lingual in Spanish or Haitian Creole a plus.

Send resume and cover letters to: Codman Square Neighborhood Development Corporation, 587 Washington Street, Dorchester, MA 02124. Attn. Lorraine Grubbs, Director of Economic Development, by November 18, 2011. Please no phone calls.