



Southwest Boston Community Development Corporation
Building Communities, Building Partnerships
in Hyde Park and Roslindale

Job Opening

Job Title: Operations Administrator

Organizational Mission: Southwest Boston Community Development Corporation (SWBCDC) works with local leaders to strengthen diverse communities in Hyde Park and Roslindale by building and preserving mixed-income energy efficient housing, increasing access to capital for small businesses, preserving green spaces to mitigate climate change, providing youth jobs and development, and improving access to equitable transit.

Current Programs and Activities

1) **Preservation and development of affordable housing:** We purchase existing rental properties to keep them affordable and prevent displacement of low to moderate income residents - we will own 89 homes by the end of the year! We build relationships with residents and work together on their needs.

3) **Environmental restoration and climate change resiliency:** Our Green Team youth jobs and environmental stewardship program employs local teens and engages adult volunteers to protect and restore woodlands to help mitigate the impacts of climate change in our environmental justice communities.

3) **Economic development:** As part of the Fairmount Indigo CDC Collaborative, we work along the Fairmount corridor to increase affordable housing and business development resources, promote transit equity and advocate for legislation that will provide funding for green jobs, green infrastructure and affordable housing.

Why work for Southwest Boston CDC?

- Hybrid position
- Mentorship from experienced staff who have a long history of nonprofit leadership
- On the job training in real estate development, community organizing, & grant writing

Responsibilities

- Review Executive Directors emails and respond on her behalf as needed
- Assist Executive Director with daily operations and technical support in a hybrid environment
- Coordinate bi-weekly staff meetings and agenda for better cross program communication
- Work as a liaison to the Board of Directors; attend monthly meetings and prepare minutes
- Social media management to promote the organization and our work
- Draft and disseminate quarterly e-newsletter on Constant Contact database
- Assist with annual fundraising appeal letters and mailings
- Manage Salesforce Database; timely data entry and generate donor reports
- Manage office operations including mailing, directing calls, ordering supplies, managing both in office and electronic files, assisting in set up of virtual meetings
- Assist with program administrative tasks as needed
- Technical grant support and management of reporting requirements

Qualifications

Required Experience:

- At least two years' experience with office/operations management or similar
- Excellent verbal and written skills
- Proficiency in Microsoft Suite, Salesforce, Constant Contact and Social media platforms
- Well organized, able to multi-task and proactive
- Ability to work independently and as a team member
- Ability to work with a diverse staff and board of directors

Helpful Experience:

- Bilingual in Spanish and/or Haitian Creole
- Familiarity with Hyde Park, Roslindale, and Mattapan
- Grant research and writing

Hours: Half-time with some flexibility to attend occasional evening meetings

Hybrid Position (minimum of 2 days in the office)

Please send resume and cover letter to jdubois@swbcdc.org and amalita@swbcdc.org

Southwest Boston CDC is an equal opportunity employer.