

<p>CODMAN SQUARE NDC</p> <p><b>Executive Assistant/Special Projects Manager (EA/SPM)</b></p>
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***JOB DESCRIPTION***

January 2024

About the Codman Square Neighborhood Development Corporation

The Codman Square Neighborhood Development Corporation (NDC) is a multi-racial, community –based, non-profit organization formed in 1981. The primary mission of the Codman Square Neighborhood Development Corporation is to enhance the quality of life for all residents of Codman Square and to foster the stabilization of the community. This mission is carried out through comprehensive initiatives that encompass real estate development, economic development, and community planning and sustainability and racially just and equitable development.

- The Real Estate Development Initiative includes the rehabilitation and construction of housing, open space and commercial real estate development, and the provision of supportive resident services for renters and homeowners.
- The Economic Development Initiative includes economic development activities that lead to a stable and economically viable commercial district, employment and business development opportunities for community residents, a well-prepared workforce, and the creation/preservation of assets and wealth among community residents.
- The Community Building Initiative includes activities that allow the Codman Square Neighborhood Development Corporation to help strengthen the community by engaging in community planning and working together with residents, other non-profits, and local businesses to gather diverse community input, encourage civic participation and increase community influence in decision making and resource allocation, and participate in collaborative efforts to develop comprehensive plans for the service area.
- Special initiatives include: the Eco-Innovation District in which we're surfacing energy and green innovations in our community and operating an urban agriculture site. We are a leader in transit-oriented development and transit equity, working in collaboration with many others along the Fairmount commuter rail line. We focus on racial equity in all we do. Our Men of Color/Male Engagement Network provides peer support and civic engagement activities for men of color.

Central to this mission is the NDC's commitment to target the needs of low and moderate-income residents, including the provision of affordable housing and referral to services they require. The NDC has developed over 1,300 units of affordable housing and 35,000 sq ft of office retail, with an additional 150+ housing units and significant commercial space in various stages of planning or development.

The NDC has a thirty two person staff and is an affiliate agency of the United Way of Massachusetts Bay and NeighborWorks America.

***ORGANIZATIONAL DEVELOPMENT AND RELATIONSHIPS***

This position provides a diverse range of administrative and program support to the Executive Director to ensure that Codman Square NDC's goals are achieved. As a member of the Senior Management Team the EA works closely with other Senior Managers and their support staff.

The EA/SPM will be key to researching key issues that the Executive Director and senior managers are working on (legislative and otherwise), in support of their increased understanding and management of those issues. The EA/SPM will also support coordination among and between CSNDC line departments, managers and staff, support data gathering and database management and reporting, managing executive level communications, and managing the Executive Director's schedule. The position will also manage routine and special projects, such as the NDC's 45<sup>th</sup> Anniversary Gala, Donor Appreciation Events, Annual Meeting, etc. The position will also take the lead/support production of the NDC Newsletter, upgrade and maintain the NDC website, manage agency-wide publicity activities and special events. The Executive Assistant/Special Projects Manager will also participate in and support the CSNDC's Receptionist/Administrative Assistant in coordinating and documenting activities of the Board of Directors, including minute taking. The EA/SPM also manages the Executive Directors' files and general office systems, including Central Audit Files.

This position will also be responsible for supporting information technology issues and processing and maintaining routine administrative information. This position will also assist the Executive Director with projects and activities as needed and reports to the Executive Director.

## **JOB RESPONSIBILITIES**

### *Administrative:*

- Serve as the Executive Director's liaison with agency staff, Board members, funders and other constituents;
- Provide administrative support to the Executive Director including: scheduling meetings and appointments; arranging travel; responding to written and telephone inquiries and invitations; sending correspondence to donors; drafting correspondence; completing expense reports; maintaining electronic and paper files; and performing general clerical tasks;
- Support website development/maintenance and technology/IT functions. This includes support, with consultants and staff, in updating the website, uploading information to the website regularly, troubleshooting computer problems with individual staff, etc. (training for this function available as needed);
- Coordinate with senior managers and other staff to facilitate appropriate cross-agency information sharing, collective work and data and outcome measurement;
- Take notes for specific meetings such as the Senior Managers meeting and other meetings at the Executive Director's request;
- Support the NDC Administrative Assistant in timely preparing and following up on Board meetings including: preparing and disseminating meeting packets; and editing/maintaining Board minutes, records and documents;
- Serve as notary for internal agency documents (to receive notary certification);
- Manage set up for Executive and other meetings: reserve meeting rooms, order meeting materials/supplies, refreshments/food, including making coffee, etc. Update CSNDC's administrative information in funder databases;
- Support general office operations by being "point-person" for the Administrative and Senior Management Team. Assist Administrative Assistant and Director of Administration & Finance and Systems/Database Manager in researching and upgrading administrative systems, such as phone systems, information systems, agency-wide databases, etc;
- Manage and complete various agency wide reporting processes and reports.

*Special Projects/Technology and Administrative Systems Development:*

- Manage ongoing upgrading and maintenance of the NDC website to insure it accurately and comprehensively reflects CSNDC's work, is well structured and written and is user friendly and user responsive. Insure that the fundraising and Community Investment Tax Credit component of the website is fully functional, working closely with the Grant Writer, IT consultants and Director of Administration & Finance;
- Manage the agencies' social media sites and support agency communication using social media;
- Perform duties and oversee special projects, such as the NDC 45<sup>th</sup> Anniversary Gala, Annual Meetings, etc., and other projects as delegated by the Executive Director;
- Working with Grant Writer, serve as support on collateral material development;
- Assist Executive Director in preparation of written testimony, speeches and special presentations, including: performing internet research; editing and proofreading remarks as needed; creating PowerPoint presentations as needed; and providing AV/technical support as needed;
- Research specific issues to prepare the Executive Director for meetings, speaking engagements and to facilitate the senior management team's work on key issues;
- Support review and development of administrative systems (e.g., phones, mailing, technology, etc). Research vendors, pricing and make recommendations based on solid research and cost benefit analyses;
- Work with appropriate Department and Senior Managers to develop procedures/systems and policies in the administrative area to facilitate agency-wide functions (e.g., reporting, communication, financial, etc);
- Develop ads for program books, etc, for entities that CSNDC donates to;
- Serve as liaison for the agency on various community and other external and internal bodies;

Other related duties required. Ability to work flexible hours, including some evening and weekend hours required.

**SKILLS AND QUALIFICATIONS**

- Associates or Bachelor's degree with 1-3 years of executive level administration experience required or otherwise, 4-6 years of relevant experience.
- Must possess excellent organizational, written, oral, and listening communications skills.
- Mastery of MS Office Suite (including Outlook, Excel, Microsoft Word, Salesforce, and PowerPoint) and internet research applications a must.
- High functioning, organized self-starter, and sustained initiator with ability to work independently and multi-task with high degree of project and time-management capacity.
- Strong interpersonal skills and decision-making capacity with experience working with others of diverse backgrounds, particularly senior managers, to achieve goals.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Ability to pay attention to and manage details while understanding the context and big picture within which the details fall.
- Positive approach, can-do attitude, and sense of humor.
- Experience working in inner-city neighborhoods similar to that served by CSNDC a plus.

Base salary \$63,000+ commensurate with experience. Submit resume and cover letter with salary requirements by February 23, 2024 to: Gail Latimore, Executive Director, Codman Square NDC, 587 Washington Street, Dorchester MA 02124 or submit documents to [jobs@csndc.com](mailto:jobs@csndc.com). No phone calls please.

***Codman Square Neighborhood Development Corporation is an equal opportunity employer. Local residents, bilingual/multilingual, people of color and women and members of the LGBTQ+ community are encouraged to apply.***