



## **Codman Square Neighborhood Development Corporation (CSNDC)**

### **Special Senior Assistant September 2025**

#### **About CSNDC**

We are a grassroots community organization formed in 1981, committed to developing affordable housing and fighting for racial and economic justice by building community power, especially of low-to-moderate income communities of color in Dorchester. Through developing resident leadership, organizing in the community, promoting economic mobility services, and advocating for local energy and environmental justice, we build collective resident power to effect systemic change and transform society. Central to this mission is CSNDC's commitment to target the needs of low and moderate-income residents, including the provision of affordable housing and referral to services they require. CSNDC has developed over 1,000 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. CSNDC has twenty-nine person staff and is an affiliate agency of the United Way of Massachusetts Bay and NeighborWorks America.

#### **About the Position**

This position reports to and provides a diverse range of administrative and program support to the Vice President of Operations and Vice President of Base-Building (VPs) to ensure that CSNDC's goals are achieved. The Special Senior Assistant will collaborate closely with other Senior Managers and their support staff. By providing day-to-day administrative support for multiple projects and programs, this is an excellent way to be part of the work of a vibrant, busy community development corporation. This position is currently operating on a 37.5 hr/week hybrid remote/in-office schedule.

#### **Key Responsibilities**

- Provide administrative support for the VPs. This includes managing schedules, scheduling multi-stakeholder meetings, completing expense reports, maintaining electronic files, and other general admin tasks.
- Support coordination among and between CSNDC line departments, managers and staff including data gathering, data sharing, and completing research requests. Facilitate appropriate cross-agency collective work and outcome measurement.
- Provide administrative support to the Real Estate team around due diligence work as it relates to financial closings and funding applications.
- Provide administrative support around community engagement work including real estate development projects, farm volunteer management, and special agency-wide events.
- Support internal and external meetings through maintaining agendas and taking notes during the meetings.



- The Special Senior Assistant will provide input and suggestions and problem solve on issues that may arise at meetings as a follow up. This individual is expected to proactively find ways to address issues.
- Serve as the VP liaison with agency staff, funders, and other stakeholders, as well as for various external and internal bodies.
- Serve as notary for internal agency documents (to receive notary certification);
- Research issues and compile data into written summaries that can support the agency's work.
- Ability to work flexible hours, including some evening hours.
- Other related duties required.

### **Our Ideal Candidate**

Our ideal candidate will be a highly organized individual who has many of the following skills and experience:

- 3-5 years of Executive level administration experience or an associate or bachelor's degree with 1-3 years of relevant experience.
- 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.
- Excellent communication skills, including strong listening skills, and ease with business writing.
- Critical thinking skills.
- Experience in data research; interpreting and presenting data for reports, proposals, applications, and other strategic and programmatic purposes.
- 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 demanding 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.
- Proficiency in MS Office Suite (including Outlook, Excel, Microsoft Word, and PowerPoint) and Web research.
- Demonstrated interest and knowledge of community development.
- Experience working in diverse, multi-cultural communities a plus.

### **Compensation and Benefits**

Base salary \$77,000+; actual salary will reflect experience and qualifications. CSNDC offers a competitive benefits package.

### **The Selection Process**

Please take some time to explore our agency's programs and mission on our website [www.csndc.com](http://www.csndc.com). If this is the right fit for your skills and interests, then email a resume and an accompanying cover letter to [Jobs@csndc.com](mailto:Jobs@csndc.com) by October 15th, 2025, with Senior Special Assistant in the subject line. Resumes will be reviewed as they come in.