

A Unique Job Opportunity in Boston

Two Christian Organizations with a Shared Position

BOSTON COLLABORATIVE
CONNECTING ON PURPOSE



TheBostonProject
ministries

During summer 2021, Executive Directors Jua Robinson of Boston Collaborative and Paul Malkemes of Boston Project Ministries saw an opportunity to strengthen their partnership and address a similar need within both organizations. Each organization needs the help of an **Executive Assistant**.

Rather than advertising their part-time positions independently, they decided to advertise the position together to create a full-time (30-40 hours per week) position for a qualified candidate.

Each organization has their own job description (attached) but the roles, responsibilities, and skills required are similar. We believe the strategic nature of this position will strengthen each non-profit organization and enhance the collaboration between the two.

The position has a degree of flexibility in regards to hybrid work locations (office/home) and scheduling of work hours.

If you have questions or would like to apply, please send your resume and a cover letter to:
Jua Robinson, jua@bostoncollaborative.org, (617-283-5060) and
Paul Malkemes, paul@tbpm.org (617-797-9529)

Initial application deadline: November 21, 2021
Rolling interviews for qualified candidates until the position is filled.



Boston Collaborative Executive Assistant

The Boston Collaborative, a non-profit whose ultimate vision is for Christians to be known as redemptive change agents in Boston. We help connect and leverage capacity in order to impact unacceptable realities that are often daily overlooked. Our initiatives include working with the Boston Public Schools, the City of Boston, the American Bible Society, Daintree Advisors, and many others. Reporting to the Executive Director, the Executive Assistant, a 12-15 hour/weekly part-time position, plays an integral role in communications, event coordination, and managing various forms of information. The assistant must possess the ability to connect with diverse types of leaders as a reflection of Boston Collaborative's mission.

Specific responsibilities include:

- Maintain contact database on Google and Mailchimp
- Respond to emails and phone calls from Google voice, the website, and newsletters
- Edit documents and presentations as needed in Word and PowerPoint
- Manage project workflow within Trello
- Maintain website and social media: Instagram and LinkedIn
- Manage Eventbrite for Boston Trauma Healing
- Participate in weekly Staff Meeting and record notes
- Primary scheduler of all events including advisor's meeting
- Order promotional materials and food for Boston Collaborative events
- Create and send bi-monthly/quarterly newsletters via Mailchimp
- Send out end of year giving tax receipts to donors
- Research various topics including nonprofits, church, and workplace efforts

Other responsibilities may include:

- Attend events on behalf of the Boston Collaborative
- Maintaining the schedule/send emails on behalf of the Executive Director

Qualifications include but not limited to:

- Strong organizational and written communication skills
- Possess a working knowledge of Google Docs, Google Sheets, and Microsoft Office Suite
- Able to manage multiple tasks and achieve deadlines
- Confidentiality and sensitivity regarding trusted information
- A sincere passion for and commitment to the local church and the Greater Boston area
- Appreciation for the mission, vision, and work of the Boston Collaborative
- Relational with a true spirit of humility and servanthood

Compensation:

- This is a part-time, non-exempt position with a pay rate based on experience.



The Boston Project Ministries Executive Assistant / Development Associate

The Organization

The Boston Project Ministries is a non-profit Christian community development organization, which equips neighbors, volunteers, and congregations to build strong communities characterized by God's shalom. We apply community-building strategies that include strengthening youth and families, developing leaders, and multiplying community collaborations that result in a more eco-friendly, healthy, safe, connected, and economically empowered neighborhood. Our work is anchored out of a Neighborhood Ministry House in Boston's Dorchester neighborhood, which residents utilize as a safe haven, gathering place, resource center, youth hub, and centralized location for volunteer engagement and community organizing.

Position Description and Supervision

The Boston Project Ministries' Executive Assistant (EA) supports the operational (administrative, financial, human resources) and fundraising functions currently handled by the Executive Director. The EA will work closely with the Executive Director to ensure internal and external operations and communications are clear, timely, and engaging. This position also includes a focus on writing and editing grants and fundraising materials. The Executive Assistant position is best suited for a person with strong organizational skills, excellent writing abilities, and exceptional people skills to connect with staff, neighbors, and partners.

This is a part-time position requiring 15-20 hours per week. The schedule is semi-flexible but best suited for a person who can work these hours over 3 to 4 days. Occasional weeknight or weekend events or meetings may occur. A hybrid work option (office/home) is available. A COVID vaccination is required. The EA is supervised by the Executive Director.

Roles and Responsibilities

Administrative/Financial/Human Resources (50%)

- Respond to phone calls/emails on behalf of the Executive Director, assist with scheduling
- Participate in staff and Board meetings and participate in special projects as requested
- Collect data, compile information, and prepare reports as requested
- Scan bills, payments, receipts, bank statements, etc. to send to bookkeeper
- Assist with collection and review of timesheets, and process bi-weekly payroll
- Prepare and make bank deposits
- Develop or improve systems related to human resource functions (ie. handbook, policies)
- Assist with processing and onboarding of new employees
- Maintain personnel files
- Assist with ordering supplies and promotional materials for the organization
- Contribute to the hospitality of the Neighborhood Ministry House

Fundraising/Development (25%)

- Maintain donor database and enter donations in Bloomerang
- Assist with writing/editing grant proposals, nonprofit stories, and fundraising letters
- Send quarterly receipt statements to donors
- Assist with the development of fundraising and donor events

Social Media / Website / Marketing (25%)

- Assist with creating, designing, and sending monthly organizational email
- Assist staff with designing and printing flyers as needed
- Maintain website (www.tbpm.org) and social media (Facebook, Instagram, LinkedIn)
- Assist with photo and video documenting of Boston Project events as requested

Skills and Key Qualifications

- A flexible person who can work with a detailed-oriented, strategic Executive Director
- Commitment to the mission and vision of the organization
- Ability to exercise confidentiality, discretion, and diplomacy in handling sensitive information
- A self-starter with a strong sense of ownership and investment in projects
- Quick learner, able to multi-task, and dedicated to completing tasks;
- Excellent verbal and written communication skills (writing sample may be requested)
- Excellent people skills, including networking, organizing, and inspiring others; ability to connect with people across diverse cultures, ethnicities, lifestyles, and backgrounds
- Experience and/or ability to develop and implement organizational systems
- Marketing skills preferred; able to design emails and flyers
- Technology savvy including use of Google suite, Adobe, WordPress, and social media platforms
- Must demonstrate integrity, honesty, and transparency in character and work
- Pluses: Bi-lingual (Spanish or Haitian Creole), live in Dorchester/Mattapan.

Compensation

This is a part-time, non-exempt, hourly position with a pay rate based on experience. This position is not eligible for the Boston Project Ministries' health, dental, and retirement benefits.

Revised: November 2021