

ADMINISTRATIVE ASSISTANT

The Beacon Hill Civic Association (BHCA) is a proactive volunteer organization of neighbors helping neighbors. We are seeking an administrative assistant to support the BHCA's executive director to carry out the association's mission, which is to preserve and enhance the quality of life on Beacon Hill. The candidate should be friendly and outgoing, and enjoy working with volunteers, BHCA members and Beacon Hill residents. He or she should be highly motivated with excellent organizational skills and attention to detail, self-directed, able to juggle multiple tasks and be comfortable with database systems. This is a full-time position and the annual starting salary is in the low to mid \$30s.

Duties include:

- Assist the executive director by preparing materials and reports for the board of directors and committees need to effectively accomplish their work.
- Act as the first point of contact for the office; help resolve BHCA member and resident concerns and complaints about quality of life issues on Beacon Hill.
- Assist the membership committee with member solicitations, annual membership drives, sending out appropriate membership materials, implementing special membership events and new member receptions.
- Assist the treasurer and bookkeeper with some bookkeeping functions, including making bank deposits, handling credit card transactions and invoices.
- Maintain member records on Abila (Sage) database, create and provide reports to the board and committees, and help the BHCA increase its use of the database as a valuable reporting tool.
- Manage member communications, including sending group emails/email marketing, updating the website, social media accounts, and sending invitations to events.
- Occasional support for evening meetings and several weekend events throughout the year.
- Order supplies, maintain office equipment and filing, and act as office liaison with vendors.
- When needed, assist with receptionist duties for building.

Required qualifications:

- Bachelor's degree
- Microsoft Word and Excel
- Proficiency and familiarity with technology and online platforms
- Desire to learn
- Excellent organizational skills
- Outgoing and helpful disposition

Desirable qualifications:

- Knowledge of fundraising/membership database (Sage/Abila Fundraising or similar)
- Experience in Flipcause, Microsoft Publisher, e-mail management programs (Constant Contact, MailChimp, etc.)
- Experience with Google platforms (Gmail, Calendar, etc.)
- Bookkeeping experience
- Interest in non profit management

To apply for this position please sent resume and cover letter by March 1st to:
patricia.tully@bhcivic.org