



ESAC
Ecumenical Social Action Committee, Inc.
Ensuring Stability through Action in our Community

Position Available – Administrative Assistant – Level II

ESAC, a community-based, nonprofit, multi-service agency located in the Jamaica Plain section of Boston, seeks a dedicated, dynamic experienced bilingual (Spanish) individual to serve as Administrative Assistant.

The Position

- The Administrative Assistant serves as office support and receptionist for a small staff and is responsible to the Business Manager & Executive Director
- Currently the position is considered full time at 40 hours/week

Responsibilities/Duties

Reporting to the Business Manager and Executive Director of ESAC, the Administrative Assistant will have the following responsibilities:

- Serve as the main receptionist for the organization including answering and directing incoming calls and buzzing ESAC visitors into the building
- Taking accurate and detailed messages
- Creating & maintaining program phone logs, mailing logs, donor lists, and electronic records
- Coordinate mailings including addressing, stuffing envelopes and applying postage, assist in outreach
- Assist the Business Manager in payroll preparation and completion biweekly
- Assist Business Manager in preparing accounts receivable/payable as needed
- Manage mail distribution
- Filing: includes maintaining complete filing system for personnel and accounting records
- Assist in annual fundraising activities including data entry and maintaining donor records and mailing lists
- Typing letters and correspondence
- Proficient use of Microsoft Office applications (Word, Excel, Power Point, Outlook, etc.) to meet ESAC's administrative needs

- Coordinate meeting room schedule, and prepare meeting rooms as necessary including arranging for food and refreshments for meetings

Qualities and Qualifications

- Must be personable with a pleasant personality, congenial, respectful, flexible, sensitive to client needs, and have ability to maintain confidentiality at all times
- Knowledge of office equipment including faxes, copiers, printers required
- Must be proficient in Microsoft Office applications (Word, Excel, Power Point, Outlook), and have ability to learn other software applications as necessary
- Strong attention to detail and accuracy are required
- Keyboarding skills required
- Bilingual Spanish strongly preferred

About ESAC

Established in 1965 as the “Ecumenical Social Action Committee” by community activists in Jamaica Plain, today ESAC is dedicated to “Ensuring Stability through Action in our Community.” ESAC has 18 staff that operates four programs: Foreclosure Prevention, Senior Home Repair, GED Plus, and the Boston Asthma Initiative. ESAC serves approximately 1200 clients/year in Boston and surrounding communities.

To Apply:

Send your resume and cover letter outlining your experience and qualifications for this position by email in a word document to: bminkle@esacboston.org. Title your resume “Your Last Name resume” and title your cover letter “Your Last Name cover letter.” **NO PHONE CALLS PLEASE!**

For more information about ESAC, please visit: <http://www.esacboston.org>

While email applications are preferred, you may also submit your application by October 21, 2011 (applications will be accepted until the position is filled) to:

Executive Director
ESAC
3313 Washington Street, Suite 5
Jamaica Plain, MA 02130