



Administrative Coordinator

About us:

The Massachusetts Service Alliance (MSA) builds a stronger social fabric in our communities through service and volunteerism. We are committed to increasing the number of people engaged in meaningful volunteer opportunities across Massachusetts that are both fulfilling for the volunteers and that meet critical needs in our community. Our mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity and impact and to invest public and private funds in community-based organizations in a fair and equitable manner.

Through our services we engage over 1,400 AmeriCorps and Commonwealth Corps members and thousands of volunteers annually, improving academic and social and emotional outcomes for 13,600 youth, maintaining over 400 acres of park and public lands and 92 miles of trails and rivers, and providing legal assistance to 4,475 low-income individuals.

We care passionately about our service and our employees.

What you'll do:

- Managing the internal operations and logistical support for our office of 14 staff, your responsibilities will include general office administration, HR-related functions, Board of Director and Committee support, program management support, development outreach, database management, digital and social media management and other technology assistance.
- You will assist the Director of External Relations in ensuring MSA stakeholders are informed of MSA's agenda, activities and funding opportunities through the development of Constant Contact e-newsletters, annual report, and the updating and maintenance of MSA's website.
- You will assist with logistical and administrative tasks associated with trainings and special events.
- You will assist the MSA Program Team with program management support and provide high quality customer service and communication to MSA grantees.
- You will help maintain MSA's primary database (Salesforce) and MSA's online volunteer portal (Get Connected).
- You will assist in supporting and maintaining MSA Board and committee functions including coordinating and preparing materials for Board meetings, taking meeting minutes corresponding with Board members as needed, understanding the Board governance structure, etc.
- You will assist in preparation of materials for proposal submissions and reports to funding sources and others.
- You will answer and respond to telephone inquiries, direct calls to appropriate staff as necessary.

- You will serve as the lead contact for telecommunications including maintenance and inventory for computers, laptops, projectors, phones, copier, postage machine, fax and printers.
- You will coordinate new employee orientation to telecommunications equipment.
- You will work with staff to ensure the Chief Executive Officer is prepared and in possession of materials and information required for meetings, conferences and other scheduled events.
- You will collaborate with Program Team on annual archiving and filing initiative.
- You will be the point person for submitting all office supply orders.

What we're looking for:

- High attention to detail;
- Strong written and oral communication skills;
- Good organization skills; ability to initiate and complete projects independently;
- Advanced skills in Microsoft Office;
- Strong knowledge of Constant Contact or similar email marketing tool;
- Strong comfort with website maintenance and social media;
- Flexibility and ability to thrive in a fast paced environment;
- Demonstrated tact, integrity, and professionalism;
- Bachelors Degree required.
- A passion for service and volunteerism

The Massachusetts Service Alliance is committed to hiring practices that support the values of a diverse workplace and reflect the makeup of the Massachusetts communities it serves. MSA does not discriminate on the basis of race, creed, color, national origin, sex, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with non-discrimination requirements of applicable statutes. MSA welcomes applications from people with disabilities and will make reasonable accommodations upon request.

Salary and Benefits:

Salary commensurate with experience. Generous benefits package including health, dental, life, disability coverage and 401K.

To apply, send a cover letter and resume by email to Lindsay Rooney, Director of External Relations at lrooney@mass-service.org. Please include "Administrative Coordinator" in the subject heading.

Applications will be considered on a rolling basis with priority given to those received by Friday, September 15, 2017. All interested applicants are encouraged to apply as soon as possible.

For more information about the Massachusetts Service Alliance, please visit www.mass-service.org.