Ecumenical Social Action Committee, Inc. (ESAC)
Job Description

Administrative Assistant

Status: Part time – 20 hours per week
Reports to: Program Director
Location: 214 Harvard Street, Dorchester, MA 02124
Job Summary: Reception duties, organizing and maintaining files, copying and scanning documents, and other administrative tasks.

Requirements:

1. Associates Degree preferred; high school diploma or GED with 2 years' work experience in an administrative position required
2. Computer literate: experience with Microsoft Office (Word, Excel, Powerpoint, Publisher) and social media
3. A self-starter who takes initiative and picks up new tasks quickly
4. Flexible
5. Highly organized and detail oriented
6. Two positive references from employers

Specific Responsibilities:

1. Answer telephone, taking and delivering messages
2. Greet clients
3. Maintain electronic and paper files, database and statistical information
4. Assist office staff with projects and preparing reports as needed
5. Assist with agency outreach, developing and distributing flyers and other materials as needed
6. Other administrative office support as needed

About ESAC:
Established in 1965 as the Ecumenical Social Action Committee, Inc. by community activists in Jamaica Plain, today ESAC is dedicated to "Ensuring Stability through Action in our Community". ESAC has 12 staff that operate three programs: Senior Home Repair, GED Plus and Foreclosure Prevention; and assist in the maintenance of the Egleston Square Peace Garden. ESAC serves 1,200 clients per year in Boston and surrounding communities.

To apply:
Send your resumé and cover letter outlining your experience and qualifications for this position by email in a word document to lmorfin@esacboston.org. Please title your resumé "Last Name Resume" and your cover letter "Last Name Cover". NO PHONE CALLS PLEASE!