



Administrative Assistant

Brockton Interfaith Community (BIC), founded in 1990, is a multi-faith, multi-ethnic non-profit organization from the greater Brockton area. BIC's mission is to work collaboratively with our partners, on issues chosen together to promote racial and economic justice through prophetic, faith-rooted community organizing. BIC advocates at the state level as MCAN and at the national level as Faith in Action. By building power locally through intentional relationships, BIC leaders and staff aspire to create systems and structures for the purpose of establishing a more equitable and just world.

Job Title	Full Time Administrative Assistant
Reports To	Associate Director of Operations
Salary	\$60k to \$70k

Brockton Interfaith Community seeks a detail-oriented, flexible, and organized individual to handle administrative tasks, bookkeeping, and offer support to the organization's various projects.

Duties and responsibilities

Financial

- Process and log checks received, make bank deposits on a bi-weekly basis
- Accounts payable; prepare invoices for Operations Manager/Director to write checks
- QuickBooks bookkeeping support
- Maintain procedures for administrative and financial recordkeeping, and filing systems
- Generate financial reports as needed, prepare financial reports for board meetings
- Collect receipts and invoices for staff credit card expenses

HR & Administrative

- General administrative tasks including answering the phone, emails, filing, sorting incoming mail, preparing mail
- Track, invoice, and maintain office equipment
- Assisting with employee and intern onboarding procedures
- Collect timesheets, lobbying hours, and track PTO

Structural Development

- Attend the School of Prophetic Action
- Attend and actively participate in weekly Staff-Meetings and quarterly Staff Day, strategic planning meetings, facilitating meeting where needed
- Attend weekly staff development meetings as needed

Other

- Support Directors with schedule and correspondence
- Support staff in coordination of actions and special events
- Provide administrative support to Mutual Aid Brockton
- Meet weekly with the Operations Manager for one-on-one supervision, development, and project support
- Prepare a weekly staff report
- Format and distribute the organizations newsletter
- Take notes a organizational meetings, prepare and distribute staff meeting agendas

Qualifications

- High level of consciousness and/or a willingness to learn and engage in conversations around race, class, gender, and faith/spirituality
- Relevant experience in nonprofit administration, office management and/or project management
- Self-motivation, detail-oriented, able to take initiative and ownership of projects, and able to provide and receive creative and strategic feedback in the planning process
- Relational working style - ability to listen well, collaborate, and open for further development
- Occasional evening and weekend work required, with the majority of work happening during daytime hours. This is not a remote position. Some flexibility is required, especially during peak organizing periods such as Action preparations and the Annual Fundraiser
- Must have reliable transportation to travel to the bank, actions, trainings, and other events as necessary

- Other qualifications that would be helpful, but not required include
 - language skills (Portuguese, Cape Verdean Creole, Spanish, and/or Haitian Creole)
- Must be able to thrive within a work environment that changes regularly according to community needs. Schedule and responsibilities will shift according to organizational priorities
- Strong computer skills including using Microsoft Office applications, Mac, Google Drive, and Quickbooks
- Comfort with using social media platforms
- Demonstrates excellent analytical and critical thinking skills and pays close attention to detail
- Ability to manage and prioritize multiple tasks and projects.

To apply please email the following materials to office@brocktoninterfaith.org

- An electronic file of your resume (preferably in PDF format).
- A cover letter stating why you want this position and your qualifications.

Applications will be accepted until this position is filled. BIC has a strong commitment to diversity, equity and inclusion – people of color, women and members of other under-represented groups are strongly encouraged to apply.

BIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, BIC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. BIC is an equal opportunity employers and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.