



## **Job Opening: Administrative Assistant**

### **FRANKLIN COUNTY COMMUNITY DEVELOPMENT CORPORATION**

The Franklin County Community Development Corporation provides counsel, capital and connections for entrepreneurs and existing businesses that add to the economy of western MA and create opportunities and employment for low and moderate-income residents. The FCCDC is a non-profit community economic development organization with 20 staff, working throughout western MA with a growing small business development and lending program, and food system support operations.

#### **Description of Duties and Responsibilities: Administrative Assistant**

- Work with the FCCDC team to meet organizational goals and mission.
- Participate in anti-racism activities and help work for racial, social and economic justice.
- Greet visitors, tenants and clients in a welcoming manner (online, in person reception, and over the phone) by providing general FCCDC information and triaging calls to the appropriate program using courteous and prompt customer service.
- Distribute mail to appropriate recipients, assist with bulk mailings and other mail processing duties.
- Assist with inventory of office supplies and ensure health and safety protocols are followed in the Venture Center by maintaining daily logs.
- Perform data entry daily for programs utilizing various databases. (eTapestry)
- Schedule appointments and perform follow up as necessary with Business Technical Assistance and Lending applicants/clients.
- Assist FCCDC programs by providing administrative support such as scanning, copying, collating projects and maintaining streamlined file organization.
- Coordinate repair & maintenance of Venture Center to ensure a safe, efficient, and comfortable office environment for FCCDC and tenants. Facilitate lease of vacant space as needed.
- Oversee appearance and maintenance of Venture Center by keeping things tidy, reporting problems, assisting with getting repairs and general maintenance, keeping keys/fob inventory in order
- Maintains strictest confidentiality.
- Attend regularly scheduled client meetings, team meetings, mandatory trainings, and participate in professional development activities.
- Comply with FCCDC and funders' paperwork requirements and procedures
- Performs related work as required.

#### **Job Environment**

Works primarily from the FCCDC office in Greenfield. Work is generally performed in typical office space with regular contact with FCCDC staff, collaborators, vendors, and consultants. The Administrative Assistant reports to the Finance Director. Typical schedule is M-F 9-5.

#### **Qualifications:**

- Associates Degree in a related field with two years related experience or a High School Graduate /GED with 4 years related experience. Additional appropriate education may be substituted for one year of experience. Additional appropriate experience may be substituted for education.
- Knowledge of office management systems and procedures.

- Use various types of office equipment, including but not limited to printers, copiers, scanners, email, and software such as Microsoft Office: Outlook, Teams and Excel.
- Excellent time management skills and the ability to prioritize work and meet deadlines.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Honest and trustworthy, able to handle confidential information.
- Ability to handle several tasks simultaneously while working independently.
- Friendly, professional.
- Flexible & dependable.
- Commitment to Community Economic Development.
- Personal qualities of integrity, credibility, and dedication to the mission of the FCCDC.
- Spanish fluency a plus.

FCCDC views diversity, equity, inclusion and cultural competence as vital guiding principles in all our work with clients and communities. We welcome and encourage applications from visible minority group members, indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.

**Benefits:** Hourly range \$18.00 to \$20.00 depending on experience, plus excellent benefits including health insurance, retirement match and paid time off.

Type of Position: Full time, 37.5 hours/week, permanent position

**To Apply: EMAIL COVER LETTER AND RESUME TO: [resumes@fccdc.org](mailto:resumes@fccdc.org)**

FCCDC is an Equal Opportunity Employer and values diversity.