Dudley Street Neighborhood Initiative (DSNI)
Administrative Assistant
Job Description

Overview

DSNI/DNI is a nonprofit community-based planning organization founded in 1984 as the direct result of residents from Roxbury and North Dorchester coalescing around community revitalization. A comprehensive visioning process ensued which led to the rebuilding of the community. Unique in this effort was (1) the structuring of a board of directors to include a resident majority; (2) the creation of a neighborhood master plan, subsequently adopted by the City of Boston, which envisioned the area as a new Urban Village, that included new housing and an infrastructure of public amenities; (3) the acquisition of vacant land through the power of eminent domain, which DSNI/DNI received from the City of Boston to implement its master plan; and (4) the creation of a community land trust, which owns in perpetuity all the land redeveloped under the master plan and protects what has been built against future destabilizing market forces.

Today, DSNI/DNI is nationally recognized for its track-record in neighborhood revitalization efforts and its comprehensive approach to community and economic development. Our mission is to empower Dudley residents to organize, plan for, create and control a vibrant, diverse and high-quality neighborhood in collaboration with community partners. Our organization is currently focused on four strategic areas of work: (1) Development Without Displacement – resistance to trends of “gentrification”; (2) Youth Voice – building the skills of young local leaders who will become the next generation of adult leaders; (3) Neighborhood Development – continuation of comprehensive initiatives with full participation by local residents, including the ongoing planning of a new Arts & Innovation District in Dorchester’s Upham’s Corner; and 4) Resident Empowerment – continued skill building and mobilization of local leaders to be the voice of the community.

The Administrative Assistant will report directly to and support the Executive Director of DSNI and also provide some administrative support to the Managing Director of DNI. Other responsibilities include:

- Function as the primary contact with ADP and DIRECT IT to help resolve any payroll, HR and IT issues that may arise
- Assist with calendar management and scheduling of meetings,
- Perform some bookkeeping functions and process income, expenses, and bank deposits
- Manage the office to ensure effective telephone and mail communications both internally and externally and maintain professional image
- Create email and social marketing communications
- Respond to incoming calls and direct to appropriate parties
- Assist with securing locations for conferences, trainings and coordinating volunteers and vendors for special events
- Assist with preparing documents for Board meetings, trainings, and other meetings and recording minutes at various meetings;
- Ordering supplies, filing documents and paying and reconciling invoices in Bill.com;
- Drafting and proof reading of correspondence.
The individual must exercise initiative, independent judgment and discretion in arranging meetings, maintaining appointment schedule and disposing of requests for information.

Assist the Executive Director, Board, and other staff with miscellaneous projects as requested.

**Required Skills**

- 1-3 years of experience
- Essential computer skills (MS Word, Excel, PowerPoint)
- Good organizational, time management abilities and interpersonal and communication skills
- Strong administrative and organizational skills
- Demonstrated ability to multi-task, work independently, and meet deadlines
- Strong attention to detail
- Commitment to continuous improvement
- Practice effective team behavior and demonstrate effective interpersonal relationships

Salary is negotiable depending on experience. DSNI offers a comprehensive benefits package. To be considered, interested applicants must submit a cover letter and resume by email to hr@dsni.org with “Administrative Assistant” in the subject line. No telephone inquiries or recruiters please. DSNI is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.