

Senior Office Assistant
Part Time - 18 hours per week
Hybrid position, half in Brookline/half remote

The Brookline Senior Center offers a small, dynamic, caring work environment. BSC services make a critical impact in the community. The Senior Office Assistant role is essential for the success of the Brookline Senior Center Foundation.

Position Purpose

The purpose of this position is to perform administrative and clerical work, and diversified tasks that support the operations of the Brookline Senior Center Foundation. Perform all other related work as required.

About Brookline Senior Center Foundation

The Brookline Senior Center Foundation is a 501 (c)(3) non-profit organization created to support and raise funding for the Brookline Council on Aging/Brookline Senior Center. The Brookline Senior Center Foundation is responsible for funding approximately \$200,000 annually to financially help the Brookline Council on Aging/ Senior Center function.

Essential Functions, Knowledge, Ability, and Skills

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of tasks does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Ability to work independently, organize time and complete tasks to meet deadlines; ability to communicate effectively verbally and in writing; ability to maintain confidential information; ability to work with the public - especially older adults.

Perform all general clerical duties including, but not limited to those on Microsoft Office Suite (including Word, Excel, Outlook and PowerPoint), QuickBooks, and Charityproud or similar donor database, making copies, filing, data entry, answering the telephone, opening and delivering mail, etc.

Prepare and print for mailings utilizing Mail Merge, and collate material to be sent via USPS. Prepare Mailings and send pre-approved electronic messages.

Assist with requisitions and purchase orders, ensure that funds are appropriately encumbered for payment of vendors; pay invoices.

Assist with data entry pertaining to accounts payable and receivable; complete purchase orders and pay Foundation bills.

Create and archive end-of-fiscal year files and records; set up vendor files.

Act as a liaison between Council on Aging staff, Foundation staff and Foundation Board.

Enter constituent contact information and donations in Charityproud donor database, send timely written acknowledgments. Inform Board President, Administrator/Development Manager, COA Director, and others of donations that require personalized thank you notes.

Make sure that constituent contact and donation details in Charityproud donor database are current and accurate, including preparing necessary reports.

Work with volunteers on mailing projects. Create and update databases related to Brookline Senior Center Foundation operations; assist with Brookline Senior Center Foundation filing.

Assist with making deposits to bank, and tracking deposits on spreadsheets and in QuickBooks. Perform other bookkeeping tasks for the Foundation.

Perform similar or related work as required, directed or as the situation dictates.

Supervision

Perform varied and responsible functions requiring a thorough knowledge of Foundation operations, policies, procedures and practices.

Work under the general direction of the Council on Aging Director and in collaboration with the Administrator/Development Manager; duties are performed in accordance with established methods and procedures. Work independently to complete assignments according to prescribed time schedules, responsible to advise and resolve problems of other staff regarding administrative policies or procedures; unusual situations are referred to supervisors. Job functions require the exercise of judgment and a broad knowledge of Foundation executive and administrative operations. Job requires considerable attention to detail, accuracy and exercise of judgment to carry out operations; results are reviewed by the Director.

No supervisory responsibility. Must work closely with other Brookline Senior Center Foundation staff and volunteers.

Work Environment

Perform work in office conditions that are busy with many interruptions; the nature and volume of work vary according to both scheduled and unplanned events. Job is half remote work and must spend at least half time in Brookline.

The employee operates standard office equipment including computer technologies.

The employee has ongoing contact with the public, vendors, Eldercare professionals, Brookline Senior Center Foundation Board Members, and representatives of outside organizations.

The employee is required to use discretion in maintaining and using confidential information, including financial records, payroll and personnel files.

Errors could have significant financial, legal or public relations repercussions.

Recommended Minimum Qualifications:

Education and Experience

High school diploma; business or office training, associates or bachelors degree is preferred, three to five years of office or business experience, human services experience preferred; or an equivalent combination of education and experience.

Physical Requirements

Minimal physical effort is required to perform duties; ability to sit, speak and hear and operate office equipment; vision requirements include the ability to read documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Compensation and Benefits

18 hours per week, \$24 per hour

HOW TO APPLY

Please forward a cover letter and resume to: DMiller@BrooklineSeniorCenter.org

The Brookline Senior Center Foundation recognizes and values diversity as a vital characteristic of the Foundation and the Town. All qualified individuals will receive consideration for employment and advancement without regard to race, color, ethnicity, gender (including pregnancy), sexual orientation, gender identity or expression, disability, age, religion, creed, ancestry, national origin, military or veteran status, genetic information, marital status, receipt of public benefits (including housing subsidies), family status (e.g. because one has or doesn't have children), or other protected classes as defined by the Town, State and Federal law. The Brookline Senior Center Foundation supports and complies with the Massachusetts Criminal Offender Record Information (CORI) reform law.