



## MASSACHUSETTS CHILDREN'S ALLIANCE

The Massachusetts Children's Alliance (MACA) is committed to strengthening collaboration and fostering systemic and societal change to protect children. Our innovative program initiatives advance evidence-based interventions for children affected by violence. MACA actively works to build diverse and inclusive professional environments and to promote change for equitable services to marginalized groups in Massachusetts. We serve as the statewide coalition for the 12 Children's Advocacy Centers in the state.

The Massachusetts Children Alliance (MACA) is currently seeking qualified applicants for the following position:

### **ADMINISTRATIVE COORDINATOR** **Full Time: 40 hours per week. Salary: \$40,000**

#### **JOB SUMMARY:**

Under the supervision of the Executive Director, the Administrative Coordinator works as part of the Administration Team and is responsible for the oversight of day to day operations. This position works closely with the Executive Director, the MACA staff and contractors, including the agency's accounting team, and provides administrative supervision to interns and volunteers assigned to support operations.

The office for this position is located at 11 Beacon Street in Boston, MA; however, the position will be based remotely at least through May 30<sup>th</sup> due to the COVID 19 pandemic. Post pandemic, occasional travel within state for meetings will be required.

#### **DUTIES AND RESPONSIBILITIES:**

##### **OFFICE OPERATIONS:**

- Provides overall office administrative support including:
  - Ensures coverage of reception:
    - Virtual- including response to those calling the office and/or emailing the agency's general mailbox, ensures connection to appropriate staff
    - In person-greets outside visitors, answers calls and directs as appropriate
  - Assists with human resource functions, including but not limited to, recruitment, onboarding and offboarding while maintaining the highest level of confidentiality
  - Manages incoming and outgoing mail
  - Schedules and organizes meetings including minute taking for staff, membership and Board meetings and/or transcription of recorded meetings as needed
  - Organizes and maintains supplies and offices
  - Delegates work to and provides supervision to interns and volunteers assigned to Administrative Team.

- Works with accounting firm to ensure proper processing of invoices and accurate financials
- Maintains agency website and ensures content is up to date
- Works with staff to craft and disseminate electronic correspondence and assists with maintaining social media platforms
- Makes recommendations for operational efficiencies and streamlining operations

#### GRANTS MANAGEMENT:

- Works closely with Director of Grants Management to ensure that the agency is compliant with all requirements set by both public and private funders including the following:
  - Provides grant management, monitoring, and technical assistance for the local children's advocacy center contracts with MACA, including desk reviews, site visits, payment processing, and other monitoring activities
  - Participates in the review and awarding of formula-funded grants
  - Monitors grants and ensures local center compliance with conditions of grants by overseeing agreements, contracts, expenses, activities, and federal and state regulations
  - Processes budget amendments, reports, and reimbursement requests from member centers, ensuring accuracy and validity of requests, contractual compliance, and allowability of costs. Works with member centers to resolve questions or issues on non-compliance
  - Conducts desk reviews and site visits focusing on grants compliance, program compliance with NCA Standards for Accredited CACs, internal controls, and organizational capacity
  - Analyzes and evaluates program performance by reviewing programmatic reports and other required documents
  - Maintains grant files and tracking systems to ensure grantee requirements are met
  - Provides guidance to member centers through monitoring, reimbursement and reporting requirements
  - Assists member centers in understanding federal and state grant standards and provides technical assistance related to financial management and organizational capacity.

#### DEVELOPMENT

- Works with Executive Director and Board of Directors on fundraising initiatives
- Identifies new funding sources, both public and private, that support the work of the agency
- Participates on ad hoc development and fundraising committees as appropriate.

*Other duties as required:* Please note that the Massachusetts Children's Alliance is a developing agency with many exciting start-up projects and activities which require flexibility. This job posting provides a general overview but not an exhaustive description of the duties required.

#### MINIMUM PROFESSIONAL REQUIREMENTS:

- Excellent computer skills necessary, including strong knowledge of both Mac & Windows operating systems, the Internet, Google professional suite and email, Microsoft Office, and other Microsoft applications including Excel and PowerPoint, Doodle, Zoom and other web-based meeting platforms

- Strong knowledge of social media including Facebook, Twitter, Instagram and LinkedIn
- Solid verbal and written communication skills
- Personal qualities including: an ability to juggle multiple projects and prioritize, adaptable/flexible, ability to work well under pressure, detail-oriented, enthusiastic, good sense of humor, strong interpersonal skills
- High school diploma required; Bachelor of Arts preferred, preference given to individuals with 3 years completing similar responsibilities.

**REQUIRED PROFESSIONAL SKILLS:**

- Must be ready to work in a professional environment
- Must possess excellent interpersonal skills to work effectively with many different constituencies
- Must be skilled in communicating effectively both in writing and verbally
- Must possess excellent organizational skills as well as a sensitivity to diversity
- Must demonstrate flexibility, good judgment and be able to work independently

**BENEFITS:**

- Paid leave for vacation, sick and personal time
- Health, dental, life insurance as well as a deferred compensation plans are available.

*The Massachusetts Children's Alliance is committed to providing equal opportunity in its recruitment and hiring practices without regard to sex, age, race, color, religion, ability, national origin, sexual orientation, pregnancy, military status, marital status, genetic information or any other protected status under applicable local, state or federal law. The Massachusetts Children's Alliance is committed to a diverse work force.*

**People of color, people with disabilities, people who are bilingual/bicultural and members of the LGBTQ+ community are strongly encouraged to apply.**

Applicants who are interested in this position and who possess the minimum requirements should submit 1) a letter of interest and 2) a resume electronically in PDF format as attachments an email addressed to [jobs@machildrensalliance.org](mailto:jobs@machildrensalliance.org) with the subject line: ATTN: Search Committee

***PLEASE NO CALLS or additional correspondence*** to the office about this position  
**Application deadline: January 25, 2021 by 5pm**