

JOB POSTING: Program Administrator

The [Builders of Color Coalition](#) is seeking an organized, detail-oriented, self-directed individual to provide administrative, research, and event organizing support to the development and expansion of programming to increase access and diversity in Boston's real estate sector.

Hours: Full-time

Location: Boston

Start Date: ASAP by 6/1/21

Compensation: \$60-75K annually depending on experience, plus vacation benefits

Responsibilities:

- Lead and support event planning; manage event promotion, registration, and execution
- Manage organizational communications, including website, mailing list, and social media
- Manage biweekly jobs board, bids board, and monthly events calendars
- Facilitate registration and maintain entries in our network database
- Manage and assist with industry research to guide organizational priorities
- Manage administrative portions of fundraising, including processing of sponsorship/grants and benefits
- Conduct bookkeeping, including bank reconciliation, invoices, vendor payments, and staff payments
- Schedule organizational meetings and record meeting minutes
- Assist with annual government and tax filings, and ensure annual insurance renewal
- Provide other administrative and organizational support as needed

Requirements:

- Experience in administrative work, event planning, communications, and financial management
- Strong organization, communication, marketing/promotion, and interpersonal skills
- Ability to conduct manual tasks for in-person events (when they resume), including equipment setup/breakdown/transport, with assistance of organization leadership and event management staff
- Comfort with Google Docs, Microsoft Word/Excel, or equivalent platforms
- Interest in diversity, equity, and inclusion work
- *Preferences:* Experience with Quickbooks, Mailchimp, Squarespace, or equivalent platforms; Background in nonprofit administration and/or fundraising; Understanding of some aspects of real estate, urban planning, community development, and/or economic development
- *Key Characteristics:* organized, attentive to detail, self-motivated, self-directed, eager to learn

About the Builders of Color Coalition:

The Builders of Color Coalition (buildersofcolor.com) is an education, networking, and resource consolidating organization -- working to increase access and diversity in Boston's commercial real estate sector, to create generational impact in expanding economic opportunity. The organization was founded in 2017 and has grown to a base of more than 500 real estate professionals of color and strong connections across the industry. To date, BCC has been volunteer-led by its founder and Board President, with part-time paid administrative support, and an engaged 12-person Board. The Board is currently finalizing a [4-year strategic plan](#). The organization has applied for 501(c)(3) status and anticipates receiving this determination by spring 2021.

To Apply: Please be sure to read this posting thoroughly. If interested, please email your cover letter and resume to Dave Madan at info@buildersofcolor.com with the subject line 'BCC PA Application'. We welcome diverse candidates.