



## Hyde Square Task Force | Office and Administrative Coordinator

**Hyde Square Task Force (HSTF)** is an award-winning youth development organization based in the Hyde-Jackson Square area of Jamaica Plain/Roxbury, known as Boston's Latin Quarter. Founded over 25 years ago, HSTF now engages more than 800 youth ages 6–25 in college and career preparation, Afro-Latin arts mastery and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful, and that their voices and cultures are valued and celebrated in Boston's Latin Quarter

and beyond. Our work is guided by our **mission**: to amplify the power, creativity, and voices of youth and connect them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position:** Office and Administrative Coordinator, full-time, reporting to the Director of Finance and Facilities

**Job Summary:** The primary function of the position is to provide administrative, bookkeeping, and office management support for the organization. This person will provide administrative support to the Executive Director and other senior staff as needed. Working closely with the Director of Finances and Facilities, this person is responsible for day-to-day bookkeeping entries and office management. In addition, the Office and Administrative Coordinator will interface daily with visitors, program participants, vendors and contractors. Responsibilities include managing office supplies, coordinating use of space, and carrying out other key administrative functions that will improve the operation of HSTF office and facility.

### Major Responsibilities:

- Perform basic bookkeeping activities, including:
  - Receive and process pledges and payments
  - Receive and process bills, invoices, and reimbursement
  - Generate checks for payment and reimbursements
  - Process payroll
  - Enter annual budget into QuickBooks
  - Support Director of Finance and Facilities in preparing invoices on a timely basis as required by public and private contracts
  - Support Director of Finance and Facilities in preparing and executing annual audit
  - Help in the preparation of finance reports
- Maintain accurate employee records
- Assist in vendor relationship management
- Greet and interface with visitors, program participants, vendors, and contractors
- In close collaboration with the Director of Finance and Facilities, monitor office and facility expenditures and handle all office contracts (equipment rentals, service, repairs etc.)
- Monitor office supplies and inventory and place orders
- Support the Executive Director with various administrative tasks
- Participate/assist in HSTF related events, as needed

### Other administrative responsibilities

*The above list is not an exhaustive statement of every duty and responsibility required. Other duties may be assigned.*

### Qualifications:

- Proven experience as office coordinator or in a similar role
- Customer service experience a plus
- Knowledge of basic bookkeeping principles, systems, and procedures
- Outstanding knowledge of MS Office, "back-office," and accounting software

- Working knowledge of office equipment such as copy machines
- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Enthusiasm, positive sense of humor, ability to take initiative, and professionalism
- Bilingual in Spanish and English preferred
- Associate's/Bachelor's degree; BS/BA in human service administration a plus

**Salary:**

Salary is dependent on experience. Benefits include: medical insurance, parking, vacation time, personal days, paid holidays, sick time, 403(b) program, and a supportive work environment.

**How to apply:** Interested candidates must be authorized to work legally in the United States. Candidates should submit their resume and cover letter to Enoes Andujar, Director of Finance and Facilities, at [Enoes@hydesquare.org](mailto:Enoes@hydesquare.org) . No phone calls please.

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.*