ADMINISTRATIVE & OPERATIONS SPECIALIST

As a member of the Church in the 21st Century Center team, this position provides support to the efficient operation of the Center's programs and day to day activities. This position is responsible for office and budget administration, program and events coordination, updating a number of communication vehicles such as the website and social media and the implementation of consistent designs/branding for the Center's communications/ marketing materials and other collateral.

Updating and Production of Communications Materials/Technology Matters

- Coordinate all technology matters for websites and digital online media accounts to include the insertion of video clips. Work closely with Technology Coordinator to resolve any technology problems.
- Manage C21 Center website updates, web application, and digital video archives. Continually update with new content, assist with social media outreach and handle external requests for C21 magazine reprints.
- Perform technical graphic production, implement consistent design/branding and update broad-based marketing deliverables for the Center such as local and national advertisements, e-newsletters, signage and event announcements. Provide recommendations to enhance the delivery of C21 communications.

Office Administration/Coordination

- Ensure that administrative functions within the office are efficiently executed.
- Provide administrative support to the Director (with a heavy travel schedule) and Associate Director.
- Manage licensing agreements and related procedures and deadlines.
- Oversee several HR-related activities, including hiring, supervising and training student employees.
- Collaborate with vendors and Procurement to research and prepare cost/benefit analyses on equipment purchases.
- Primary responsibility for incoming calls and in person visits/reception.
Budget/Grant Management

- Serve as the department's PeopleSoft administrator: process all transactions including vouchers, requisitions, budget transfers, reimbursements, honoraria and stipends.
- Manage budget procedures and accounting functions including: Pcards, credit cards, vouchers, reimbursements, honoraria and stipends. Coordinate grant funding expenditures and documentation.
- Prepare all budget and financial documents including expenses and revenues.
- Monitor spending, prepare reports and makes recommendations to assure budget line solvency.

Requirements

- Bachelor's degree strongly preferred.
- Minimum of three years of office administration experience or experience with the operations of a small non-profit organization and have a functional knowledge of accounting and marketing principles.
- Background in theology/ministry is an asset.
- Ability to prepare and analyze income and expense statements, budget projections, and working knowledge of grant related fiscal management. Ability to work with P-Soft reporting tools
- Ability to supervise students.
- Knowledgeable about webpage development and proven ability to keep current with technology changes.
- Experience with Collage, Day CQ, HTML or other comparable web editing tools required.
- Proficient with Microsoft Office software programs, especially Microsoft Excel, Microsoft Word, PowerPoint.
- Event and program management skills.
- Ability to independently prioritize in order to meet competing deadlines

How to Apply

A resume and cover letter must be submitted as part of the online application. Please include an explanation of your qualifications and how they relate to the requirements of this position.

In order to be considered as an official candidate to Boston College, please note that it is necessary to apply online at www.bc.edu/bcjobs.