



Program Assistant Job Description

The Program Assistant (PA) helps coordinate the operations and administration of Greater Ashmont Main Street. Working closely with the Executive Director (ED), the PA leads the planning and implementation of the Ashmont Farmers Market, as well as assisting with internal committee work, regular fundraising and promotion of events, and managing administrative processes of the broader Greater Ashmont MS organization.

Hours: 40 hrs/week based out of the Main Street office at 1914 Dorchester Avenue; late June - mid October, Fridays (noon to 8pm) required for managing the Ashmont Farmers Market; some evening or weekend hours for occasional community events required; otherwise flexible schedule; unpaid time off available with prior approval from the ED. PTO available after 6 months vesting; office closed for break at the end of December.

Wage: \$20/hour starting wage

Duration: ongoing

Reports to: Executive Director

Review Schedule: Every 6 months

Core Functions

- Management of the Ashmont Farmers Market (Fridays, June – October) including vendor recruitment and scheduling, staff recruitment and supervision (paid and volunteer), promotion, entertainment booking, sponsor solicitation, permitting, transaction and cash management.
- Communication of Greater Ashmont Main Street’s priorities, events, and accomplishments through social media (Facebook, Twitter, Instagram) and other channels (Blog, Newsletter, etc.)
- Assisting the Executive Director by placing orders, drafting correspondence, proofreading and text editing, booking venues, mailing production and assembly, maintaining the office environment, filing and documentation, and other administrative tasks
- Developing effective personal relationships with Greater Ashmont MS stakeholders, including local business and building owners, residents, and institutions, and elected officials. Representing the organization and recruiting new members and volunteers incidentally to this.
- Design of social media graphics, flyers, palm cards, banners, slide decks, and other resources as skills and ability allows; willing to learn and grow in this area.
- Updating and maintaining greaterashmont.org and relevant data sets including contacts, membership, business inventory, development projects, parking regulations, etc.
- Occasional 1:1 business owner & civic leader outreach regarding services or upcoming events (i.e., walking the district) and occasional work in a support role at community events.

- Taking ownership of discrete projects to be determined as needs arise and according to the PA's skills and interests.

Characteristics & Knowledge

- Energetic, dependable self-starter who exhibits problem-solving capacity
- Timely, reliable, clear communicator
- Ability to balance multiple responsibilities and projects with excellent attention to detail
- Superior interpersonal skills, willing to spend a portion of work time "on the street" for projects in the larger district
- Knowledge of the Greater Ashmont MS District and the City of Boston, as well as experience in communications, marketing, or retail preferred
- Proficiency in Vietnamese, Spanish, or Cape Verdean Creole a plus

Required Skills & Abilities

- Well-developed communication skills, both written and oral
- Demonstrated experience and comfort with MS Office & with the Google Cloud Suite; comfort with Wunderlist; Slack; Constant Contact; Wordpress; and others used in the office desired
- Skill in navigating cultural differences
- Able to lift up to 40lbs unassisted, more as part of a team
- Valid driver's license, as well as occasional access to a vehicle preferred

Equal Opportunity Policy

Greater Ashmont Main Street is an Equal Opportunity Employer. In compliance with federal and state equal employment laws, equal opportunity will be afforded to all applicants regardless of race, color, sex, age, religious creed, disability, national origin, ancestry, sexual orientation, gender identity, marital status, ex-offender status, prior psychiatric treatment, or military status.

Applications

Forward cover letter & resume to Jenn Cartee, Executive Director, at exec@greaterashmont.org. Applications received by Friday, February 15th will be reviewed together and later applications only if the position remains open. We hope to fill this role as early as March 1.