



**POSITION:**                      **Administrative Assistant**

**REPORTS TO:**                      **Assistant Director, Workforce Development**

**JOB DESCRIPTION:**

The Boston Private Industry Council (PIC) is Boston's MassHire Workforce Development Board and school-to-career intermediary. The mission of the PIC is to strengthen Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers.

As the Workforce Board, we are responsible for developing and implementing sector partnerships that address the workforce needs of employers and provide career opportunities for workforce development system participants in in-demand industry sectors or occupations. We fulfil this role by convening key stakeholders to identify workforce skills needs and develop solutions to address them.

The Administrative Assistant is a member of the Workforce Development team at the Boston PIC. The position will provide administrative, logistics, and office management support for the team to ensure the efficient operation of the department by performing a variety of clerical and administrative tasks.

**GENERAL RESPONSIBILITIES:**

- Schedule meetings, create meeting materials, take meeting notes, and distribute follow-up materials.
- Provide logistics support for committees and larger group meetings including but not limited to the Workforce Development Committee, the Greater Boston Regional Planning Initiative, and the Healthcare Careers Consortium.
- Assist with team coordination and communication.
- Manage time sheets, expenses, and staff travel.
- Respond to and route external and internal requests for information including newsletters and social media posts.
- Regularly review websites and public documents for accuracy and relevance.
- Lead data entry and file management.
- Perform other duties as assigned.

**DESIRED QUALIFICATIONS:**

- Associate degree or equivalent professional experience.
- Organized, able to handle multiple tasks easily and keep track of multiple staff and projects.
- Strong administrative skills with great attention to detail.
- Excellent interpersonal skills, ability to work well with a team and manage multiple customers.
- Mastery of Microsoft Office (Excel), Zoom, Teams, Google Docs, and an eagerness to learn new technology.
- Strong listening and verbal communication skills.
- Experience managing time-sensitive projects.
- Ability to exercise judgement, maintain confidentiality and think strategically.

**SALARY:** \$47,000

**HOW TO APPLY:** Please submit a cover letter and resume to Sabrina Haskins at [Sabrina.Haskins@bostonpic.org](mailto:Sabrina.Haskins@bostonpic.org)

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