



Administrative Assistant

The Massachusetts Fair Housing Center (MFHC), the oldest fair housing center in Massachusetts, seeks a part-time administrative assistant to join a passionate and skilled team. MFHC is dedicated to ending systemic housing discrimination; our core work includes legal and policy advocacy, outreach and education, and housing counseling. As an organization centered on advancing housing justice, MFHC works to preserve tenancies, prevent homelessness, create lead-safe housing opportunities for families with children, protect survivors of domestic violence and hate crimes, provide greater housing opportunities for recipients of rental assistance, and ensure people with disabilities enjoy equal access to housing. We are mission driven and believe that our work has the power to yield meaningful change. Please read more about our work on our website.

The administrative assistant will be based in MFHC's Holyoke office and will work closely with the executive director, coordinate with outside vendors including on financial matters, coordinate day-to-day functions of the office, and assist with grant writing and reporting.

Qualifications: Bachelor's degree with at least 5 years administrative assistant experience or associates degree or equivalent from two-year college or technical school and experience working within office systems. Strong knowledge of MS Word and Excel. Ability to handle sensitive and/or confidential material and information appropriately.

Compensation: This is a 20/hour/week position, eligible for paid time off. The salary for this position begins at \$20/hour and increases upward depending on experience. We are a supportive workplace and offer flexibility regarding hybrid work.

Please submit a cover letter, resume, and contact information for three professional references to mstcyr@massfairhousing.org or mail to Maureen St. Cyr, Executive Director, Massachusetts Fair Housing Center, 57 Suffolk Street, Holyoke, MA 01040.

MFHC is an Equal Opportunity Employer and is committed to creating a diverse and inclusive workplace free of discrimination. MFHC encourages applicants from a broad range of backgrounds and experiences.