



**Administrative and Program Support Specialist**  
**Pittsfield office**

Elizabeth Freeman Center seeks an energetic and responsible person for a dynamic and varied role as Administrative and Program Support Specialist. Based in our Pittsfield office, we are looking for an adept multitasker to work within our small, busy and collegial administrative team. More information is available at [www.elizabethfreemancenter.org](http://www.elizabethfreemancenter.org).

**Responsibilities** may vary depending on the strengths of the successful applicant but will include:

- Oversight of reception and our facilities maintenance person,
- Assisting in grant billings and reporting,
- Assisting with donor management system, including tracking donations of goods and services as well as “thank yous”,
- Benefit enrollment,
- New hire onboarding, and
- Miscellaneous insurance matters.

Responsibilities may also include coordination of our Money School scheduling, assessment and outcome reporting to EFC management and funders, assistance in special projects, assistance with grant development and writing, and other duties to promote the agency’s mission and health.

**Qualifications include:**

- Experience in data collection and agency reporting
- Computer fluency and ability to master database systems
- Incredibly well-organized with attention to detail
- Ability to maintain strict confidentiality
- Bachelor or Associate Degree (may be waived for relevant, comparable level of work or life experience)
- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver’s license and reliable transportation

**Work Hours:**

Full-time, 40 hours each week, generally 9 am to 5 pm with flexibility to work occasional weekends or evenings when necessary.

**Compensation and benefits:**

Elizabeth Freeman Center is committed to working for economic and social justice for staff as well as clients and believes in offering all staff competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. Salary \$46,000- \$52,000 depending on experience. EFC pays 85% of health insurance premiums and contributes to an FSA. We have generous paid leave as well as other benefits.

**Applying:**

To apply, please send cover letter and resume to [jobs@elizabethfreemancenter.org](mailto:jobs@elizabethfreemancenter.org). Deadline is rolling until position has been filled.

EFC is an Affirmative Action/Equal Opportunity Employer. People who are bilingual/bicultural, of color, LGBTQ, and/or living with disabilities are strongly encouraged to apply.