



Oversee the day-to-day functioning of 2Life's headquarters, ensuring that administrative processes run smoothly, and functions as an overall utility player who is able to step in and support a broad range of organizational needs.

ESSENTIAL JOB FUNCTIONS*

Office administration

- Coordinate mail distribution
- Monitor spending for office supplies and other spending as needed. Ordering and restocking of office and kitchen supplies for headquarters
- Process overnight and courier deliveries for headquarters staff
- Track and reorder kitchen supplies
- Notarize documents
- Provide support for special events
- Assist with visits to headquarters and Brighton campus, including access, parking, room reservations and catering
- Manage parking permit access for headquarters
- Serve as point of contact for headquarters office equipment and vendors
- Support COVID protocols and manage test distribution across 2Life sites
- Maintain common rooms and meeting spaces
- Serve as point of contact for janitorial services

Human Resources Support

- Plan and coordinate the following employee events in cooperation with Human Resources:
 - Town Hall monthly full staff meetings
 - Summer Picnic
 - Winter Social
 - New hire luncheons
 - Trainings
- Maintain the Headquarters page on The Source (2Life's intranet)

Corporate recordkeeping and board logistics

- File annual reports and periodic amendments with the Massachusetts Secretary of State and Attorney General's Office for 2Life entities
- Obtain and maintain SAMs and UEI registrations for 2Life entities
- Maintain corporate records of all 2Life entities and closing books for transactions
- Collaborate with Administrative Strategic Coordinator, General Counsel, Senior Leadership team and committee chairs in creating, maintaining, revising and disseminating board and committee meeting agendas, materials and minutes
- Support the governance committee of the board
- Maintain board and committee membership rosters
- Assist Administrative Strategic Coordinator with board operations including board meeting and event logistics, board meeting attendance and minutes, onboarding of board members and board communications

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree
- Notary public or ability to obtain notary commission
- 1 to 3 years of experience in an office setting preferred
- Proficiency in using office software and database management
- Ability to keep track of multiple tasks simultaneously; strong attention to detail
- Completes tasks on time and can properly prioritize work
- Exhibits resourcefulness and creativity in addressing challenges
- Strong team player who excels at building relationships throughout the organization to help others to achieve measurable results
- Experience in tracking budgets, expenses and supplies
- Experience in planning, coordinating and executing office projects or event

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment
- Regular use of office equipment, computer and lifting to 20 pounds

2LIFE COMMUNITIES provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age.

2Life Communities owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction and more in planning, we expect to add another 600-700 units within the next several years as we complete projects in active planning and construction phases.

BENEFITS AND MORE

We offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Paid vacation
- Paid holidays
- 2 floating holidays
- Pet insurance
- And more!

The above statements intend to describe the general nature and level of work performed by people assigned to do this job. The above does not intend to be an exhaustive list of all responsibilities and duties required.



We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.