

DCH Operations Coordinator

The Dedham Community House (DCH), a nonprofit community organization founded in 1922, is seeking an Operations Coordinator. Serving thousands of people each year from Dedham and many surrounding communities, DCH operates a highly regarded preschool, a popular summer camp, a variety of recreational and enrichment programs for all ages, an outdoor summer pool, and multiple seasonal community events. DCH is committed to serving people of all ages, backgrounds, and income levels, and strives to be a welcoming and inclusive environment.

DCH is seeking a friendly and professional individual to join its busy office team. This is a year-round, in-person position with flexible daytime hours of 30 – 40 hours per week. The Operations Coordinator is responsible for promoting and coordinating facilities rentals; managing the organization's calendar, customer database, and correspondence; performing general office and receptionist duties; processing program registrations/rosters; keeping the website and social media up to date; creating fliers and other marketing materials; and assisting with special projects and events. Candidates should possess excellent verbal and written communication skills, customer service, computer, and organizational skills, and attention to detail. B.A. preferred. Office experience required.

To apply, send cover letter and resume to: Michelle Persson Reilly
Dedham Community House
671 High Street
Dedham, MA 02026
mpreilly@dedhamcommunityhouse.org