



## Massachusetts Bay Railroad Enthusiasts, Inc.

### Job Description: Administrative Assistant to the President

Founded in 1934, Massachusetts Bay Railroad Enthusiasts, Inc. (Mass Bay RRE) is a non-profit [501(c)(3)] educational corporation with over 800 active members, organized for the promotion of public interest and understanding of railroads. There are four major components to the organization's activities:

- Organizing chartered train excursions, open to the public, on railroads throughout New England.
- The nationally-recognized *Callboy* newsletter, published up to 10 times a year, is distributed in print or digital form to our members and industry leaders.
- 'Third Thursday' programs are held monthly as a Zoom webinar, featuring programs on railroad travel, history and operations.
- The Mass Bay RRE Railroad Preservation Fund makes cash grants to organizations preserving New England railroad equipment, structures and artifacts. Since its inception in 2016, the Fund has made over \$285,000 in grants; in the last grant cycle we distributed \$65,000 in grants to 19 organizations. Mass Bay RRE also administers the \$10,000 H. Albert Webb Memorial Railroad Preservation Award, which is funded by a member donor.

#### Job Summary

The Administrative Assistant will provide essential operational and administrative support to ensure the smooth functioning of Mass Bay RRE's programs, membership systems, communications, and day-to-day operations. This role will reduce the organization's reliance on volunteers and strengthen organizational continuity by providing support to the Mass Bay RRE President and Board.

#### Responsibilities

- Provide support for processing and maintaining membership records.
- Process and acknowledge donations to the organization.
- Provide administrative support to the Grant Committee, including soliciting and receiving applications, preparing grant agreements, distributing grant funds, and monitoring of grantee performance.
- Assist with web site management and maintenance.
- Assist with email marketing and communication.
- Assist Treasurer with processing of income and expenses as needed.
- Support documentation and recordkeeping.
- Track deadlines, deliverables, and volunteer team assignments.
- Support general office management tasks to maintain a productive work environment.

#### Qualifications

- Minimum of two years' experience in an administrative capacity, preferably with a non-profit or membership organization.
- Detail-oriented self-starter with the ability to manage and prioritize multiple tasks effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with WordPerfect and/or Quickbooks on Line a plus.
- Ability to utilize social media to promote organization's activities.
- Strong written and verbal communication skills.

**Benefits:**

- Job Type: Independent contractor.
- Compensation commensurate with experience.
- Ability to work on flexible schedule.
- Work remotely, 10 – 20 hours per week anticipated.
- Computer & requisite software will be provided.
- Organization is currently based in Andover, Mass.

To APPLY, go to: <https://fs26.formsite.com/SChcAQ/uxxepn2by2/index>

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