

Title	STAFF ASSISTANT I - NEIGHBORHOOD DEVELOPMENT
Department/Division	Economic Development
Apply Start Date	07/27/2017
Apply End Date	08/11/2017
Type	Full Time
Hours	
Wage	\$45,374.48 Annually
Description	<p style="text-align: center;">Neighborhood Development</p> <p style="text-align: center;">Staff Assistant I</p> <p>The City of Worcester is seeking qualified applicants for a Staff Assistant I position within the Executive Office of Economic Development, Neighborhood Development Division. Responsibilities of the position include research, analysis, report writing, and project monitoring of local and federally funded community development activities that provide social services and large-scale public facility renovations in different neighborhoods throughout the city. The position will also provide on-going support for neighborhood revitalization projects to include public input and community outreach initiatives.</p> <p>Minimum Qualifications: Bachelor’s degree in urban planning, public administration, project management, community development, economics, or a similar field of study and one year of experience in community development programs or grant administration. Master’s degree in a relevant field may be substituted for the required experience.</p> <p>Knowledge, Skill and Abilities:</p> <ul style="list-style-type: none"> • Strong oral and written communication skills. • Strong analytical skills. • Ability to track details of multiple contracts and projects. • Proficiency or familiarity with the following computer software packages: <ul style="list-style-type: none"> ○ Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) • Knowledge of current trends and practices in urban and community development. • Ability to communicate and work effectively with diverse populations, organizations and interests. • Bilingual or Geographic Information Systems (GIS) skills

desired but not required.

Starting salary: \$45,374.48.

Deadline: August 11, 2017.

Applicants must submit a cover letter, resume, and writing sample. Applications not including these will not be reviewed.

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter to Human Resources Department, Room 109, 455 Main Street, Worcester, MA 01608 by Friday, August 11, 2017.

The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Preference is given to Worcester residents.