



SMART GROWTH AND REGIONAL COLLABORATION

## Grants Management Intern

Salary: \$18-21 an hour

Closing Date: 10/18/19

### Description:

The Metropolitan Area Planning Council (MAPC), the regional planning agency for Metro Boston, seeks a Grants Management Intern (hereafter, Intern) to assist the MAPC Homeland Security Team (a division within MAPC's Municipal Collaboration Department) in the management of select government public safety and emergency preparedness contracts. This individual will help coordinate and maintain inventory tracking documents and other required grant records, research and apply for funding opportunities, and support staff in public procurement activities.

This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future.

### About MAPC

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our mission is to promote smart growth and regional collaboration. We are guided by MetroFuture: Making a Greater Boston Region, our regional policy plan for the region, which was adopted in 2008. We are currently working on a successor regional plan, MetroCommon2050, which we expect to complete by 2020. MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

MAPC encourages all of our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times. We strongly support the professional development of each and every staff person, believing their growth to be consistent with the best interests of MAPC and the region. For more information about MAPC, MetroFuture, and MetroCommon, please visit [www.mapc.org](http://www.mapc.org).

### About the Municipal Collaboration Department

The Municipal Collaboration Department specializes in assisting local governments, public coalitions and professional associations in establishing and sustaining success through collaborative ventures. Through our Homeland Security Division, MAPC serves as grant recipient for Massachusetts' four homeland security regions, managing grants from the U.S. Department of Homeland Security and the Massachusetts Executive Office of Public Safety and Security. Our statewide team of experienced professionals staffs the regional homeland security councils and provides planning, procurement, budgeting, reporting, administrative, project development, and contractor, vendor, and project management services as partners with the councils in emergency preparedness planning. Our team works to implement programs that help make the Commonwealth a safer place to live and work. We

collaborate with other MAPC departments, as well as community partners, to promote the overall MAPC vision of smart growth and regional collaboration. We welcome to our team intelligent, thoughtful, and entrepreneurial professionals who are committed to improving the quality of life in Metro Boston and beyond.

### **Examples of Duties**

- Perform market research to identify potential equipment and service providers;
- Document justifications for and outcomes of procurement activity;
- Collect and enter data on grant activity for related reports;
- Assist in purchase order and contract processing;
- Coordinate and streamline/improve inventory tracking, record keeping, and paperwork processing for emergency preparedness equipment purchased with grant funds;
- Provide special project support as needed; and
- Assist with other administrative, procurement, and grant compliance duties as assigned.

### **Typical Qualifications**

Candidates must be pursuing a Bachelor's or Master's degree in business administration, non-profit management, finance, public policy, planning, grant management, emergency management, or related fields.

The successful applicant will demonstrate all, or most, of the following skills:

- Strong writing skills with the ability to tailor messages to specific audiences;
- Effective organizational skills with both electronic and hard copy materials;
- A professional demeanor and a positive "can do" attitude;
- A task-oriented work ethic and excellent attention to detail;
- Ability to proactively set priorities and multi-task without compromising attention to detail;
- Understanding of multi-step processes and how to work within them in a team environment;
- Ability to work independently and meet deadlines; and
- Strong Microsoft Office skills, particularly Outlook, Excel, and Word.

### **Supplemental Information**

#### **Compensation**

\$18 - \$21 per hour, depending on qualifications. This is a paid (15-20 hours per week) internship with flexibility. To qualify as an intern, individuals must be enrolled in a course of study, provide written verification of their status, and agree to a scheduled end date upon hire.

#### **How to Apply**

The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter, resume, and a writing sample. Those who are interviewed will be asked to submit two (2) references. This position begins in October and continues through May, with the possibility of an extension into the summer of 2020. Applications will be reviewed on a rolling basis starting immediately.

Apply online at [www.mapc.org](http://www.mapc.org). The position is open until filled. Only candidates currently enrolled in an academic program will be considered for this position. Candidates must have legal authorization to work in the USA.

**MAPC is an EOE/AA employer. MAPC takes pride in the diversity of its workforce and encourages all qualified persons to apply.**