

Special Projects Coordinator - (190005IY)

Official Title: Program Manager IV

Functional Title: Special Projects Coordinator

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Jul 10, 2019, 9:24:15 AM

Number of Openings: 1

Salary: \$35,247.68 - \$98,928.87 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Special Projects Coordinator assists with the administration and coordination of all State-Aided Public Housing program-related activities at the Department of Housing and Community Development (DHCD). The Division funds and oversees about 45,000 units of public housing that is owned and operated by 234 Local Housing Authorities (LHAs) throughout the state. The Special Projects Coordinator provides executive administrative support to the Division of Public Housing's Senior Management team and reports directly to the Associate Director for the Division of Public Housing. S/he also performs highly complex, detail-oriented program coordination duties under minimal supervision, such as: policy research, program and contract administration, technical assistance and training, data analysis, systems testing, and interfacing with key Division stakeholders.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

Major responsibility areas include:

1. Assist with administration of CHAMP (Common Housing Application for Massachusetts Public-Housing), DHCD's online application and centralized waitlist for subsidized housing. Organize trainings, manage Division communications, provide direct technical assistance to Housing Authority and constituent users, analyze data, create reports and dashboards, assist with development of new application features, test new features, assist with data migration, and provide general administrative support.
2. Assist senior managers in the Division with launch and continuous improvement of public housing programs and systems. Perform administrative and analytical support related to the following programs: Annual Plan, Tenant Board Members, the Real Cost study, Regional Attorney program, Risk Management program, Regional Innovation Initiative. Record meeting decisions, perform data collection and analysis. Draft written materials and presentations.
3. Create new and strengthen existing technical assistance/training programs for internal staff, housing authority staff, housing authority resident leaders, and housing authority board members. Work with Division senior staff and external partners to create curriculum and to coordinate successful trainings, both online and in-person.

4. Research policy to support effective program administration. Look to publicly available sources and also stakeholders to find out best practices and replicable models of policies that Division wishes to explore. Potential topics include: regional collaboration and governance, alternative rent structures, tenant engagement, housing as a platform to economic mobility, supportive services for the elderly to age in place, public-private partnerships, sustainability and vulnerability.
5. Vendor contract administration. Preparation and transmission of documents for procurements. Move contracts to execution, track budgets, invoices, and payments. Track achievements to milestones and scopes.
6. External stakeholder meeting coordination. Schedule meetings, create agendas, take notes, circulate notes, and solicit feedback.

PREFERRED QUALIFICATIONS:

1. Knowledge of the public housing program, the Agency's mission, relevant issues, and/or other equivalent public benefits programs.
2. Demonstrated self-starter with ability to quickly "ramp up" on new subject areas.
3. Excellent organizational, interpersonal, public speaking, and writing/editing skills.
4. Proficiency with computer applications for: word processing, spreadsheets, databases, data visualization, graphic communication and presentation (Word, Excel, Outlook, Access, Powerpoint, Adobe Suite, Business Intelligence software).
5. Ability to read, understand, and manipulate data and ability to present data in a compelling manner.
6. Ability to manage multiple priorities and manage projects to deadline and budget.
7. Ability to work in teams and act as a leader and example to others.
8. Ability to read and interpret federal and state policies, regulations, and statutes.
9. At least one year in a program coordination role, particularly in an organization with annual operating budget above \$10M.
10. A Master's Degree in the Field of Public Policy, City Planning and/or Public Administration is desirable.
11. Travel across the state will be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.
12. Occasional evening or weekend work may be required as part of the regular duties of this position.

MISSION STATEMENT

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) four (4) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) any equivalent combination of the required experience and substitutions below.

Substitutions:

- I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.
- II. An Associate's degree in a related field may be substituted for one (1) year of the required experience.
- III. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- IV. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
- V. A Doctorate degree in a related field may be substituted for the required experience.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=1900051Y>