

The Metropolitan Area Planning Council (MAPC) invites applications for the position of:

Council Engagement Specialist



SALARY: \$60,000 - \$70,000

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks candidates for the position of Council Engagement Specialist. The Specialist enhances and supports MAPC's relationship with its governing board (the Council). In this work, the Specialist will collaborate closely with the Government Affairs and Communications departments, and MAPC's Executive Team. The Specialist will also participate in community engagement activities throughout the region supporting MAPC programs and projects. The Specialist will report to the Community Engagement & Subregional Program Manager. The Specialist plays an active role in building and maintaining relationships among leaders at the local, regional, and state levels.

About MAPC:

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our strategic priorities involve sustainable development, advancing equity, regional collaboration, and creating a climate-friendly region. We are guided by our regional plan, *MetroCommon2050: Shaping the Region Together*. MAPC's staff includes approximately 110 full-time employees in downtown Boston in a transit-accessible and bike-friendly office.

MAPC has a hybrid schedule, combining time in the office with remote work. Employees must reside within a commutable distance from MAPC's Boston office.

MAPC strongly supports the professional development of each staff person, believing their growth to be consistent with the best interests of MAPC and the region. We encourage all our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times.

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 for everyone who lives and works in Greater Boston. For more information about MAPC or *MetroCommon2050*, please visit www.mapc.org

About the Department:

The Community Engagement team, which includes 5 full-time staff members, is dedicated to creating pathways for planning and public processes to meaningfully incorporate the voices of community members, especially those who have been historically marginalized or excluded from a seat at the table. You can learn more about the Community Engagement team here: <https://www.mapc.org/our-work/services-for-cities-towns/community-engagement/>

The Community Engagement team also manages the Subregional Program, which is MAPC's primary mechanism for relationship building with the 101 municipalities in our region. To learn more about the Subregional Program, click here: [Subregions – MAPC](#)

The Council is MAPC's governing body, to learn more about the Council, please click here: [Board & Council – MAPC](#)

RESPONSIBILITIES

- Event planning and oversight of Council business and development of the content for at least three Council Meetings, including the coordination of both in-person and remote meetings.
- Maintain accurate and updated records and document Council business and Council membership, which includes municipal, agency, and gubernatorial appointees.
- Manage meeting-related communications with the Council, working with the Communications Team and Executive Leadership to craft and deliver pertinent information for Council members.
- Maintain a calendar of recurring Council meeting votes, awards, and other important events to ensure appropriate reminders are delivered on time and materials are prepared well before scheduled meetings.
- Facilitate Council elections at the Annual Spring Council meeting.
- Develop opportunities for relationship building among Council Members, MAPC staff, [the MAPC Subregions](#) and help Council Members to learn about and participate in MAPC's work throughout the year.
- Facilitate an orientation for new Council Members, at least once per year.;
- Maintain an internal database of Council members and update as appropriate; oversee efforts to fill vacancies.
- Work across departments, Subregions, and partners to develop and maintain relationships with existing and potential members of the MAPC Council.
- Support the Executive Assistant with monthly meetings of the Executive Committee, which is the Council's governing board.
- Provide support to the Subregional Program Manager, advancing the relationships and workplans of the subregional program.
- Establish and identify training opportunities for subregional and council members so that they will have a deeper understanding of critical issues in the planning field today, such as equity-oriented planning, dynamic community engagement, etc. This

work would be done in collaboration with Community Engagement and Subregional team members.

- Provide support to projects within the Community Engagement team as capacity allows; this could include but is not limited to developing community engagement plans, conducting stakeholder analyses with project partners, contributing to the development or facilitation of an engagement event or activity.

Evening events, occasional weekend events, and local travel are a responsibility for this position. MAPC does not require that you have a vehicle; however, you must have a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC provides support for travel, including MBTA passes, a Zipcar account and BlueBikes membership.

QUALIFICATIONS

Candidates for this position should have a proven track record of at least 1-3 years working in board relations or constituent services. Bachelor's degree preferred in a relevant field, such as city and regional planning, communications, community engagement, education, public policy, or social work. Experience working with diverse constituencies, preferably in both an urban and suburban setting.

Successful candidates for this position will demonstrate all or most of the following:

- Ability to convene and facilitate meetings effectively; meeting management skills and experience in planning events;
- Experience working independently, collaborating with teams, communicating clearly and concisely (both in writing and verbally), and speaking in public;
- Excellent organizational skills, including workload management and the ability to complete tasks with minimum supervision;
- Ability to work within a team and take initiative to direct self and others and
- Experience interacting with and mobilizing people from diverse populations in a wide variety of settings, including communities of color, elected officials, different ethnic populations, a variety of incomes, ages and differing levels of educational attainment;
- Ability to manage sensitive subjects with tact, kindness, and professionalism; Experience using dynamic engagement platforms to engage various stakeholders

Preferred:

- Proficiency speaking at least one language other than English such as Spanish, Portuguese, Chinese, or Haitian Creole.

Per MAPC COVID-19 Vaccine Policy, all employees must be fully vaccinated. This position will require the selected candidate to show proof of full vaccination against COVID-19, including up to date boosters. MAPC will consider reasonable extensions or accommodations as required by law.

SUPPLEMENTAL INFORMATION

Compensation and Benefits:

The salary ranges from \$60,000 - \$70,000 depending on qualifications and experience. This is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits, a flexible, supportive, and family-friendly work environment and a commitment to professional development.

How to Apply:

Apply online at www.mapc.org/jobs. The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

MAPC is an Equal Opportunity Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC's culture of equity, see our [Equity at MAPC](#) page.