

Executive Administration Coordinator (Confidential) - (240008HM)

Executive Office of Housing and Livable Communities (EOHLC) is seeking an Executive Administration Coordinator (Confidential) for the Secretary of EOHLC!

SECRETARIAT MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents. EOHLC'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.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE:

Serve as Executive Administration Coordinator for the Secretary of the Executive Office of Housing and Livable Communities (EOHLC). Perform highly complex detail-oriented administrative duties under minimal supervision. Assignments involve work of highly confidential and complex nature, necessitating exposure to sensitive information and contacts, requiring considerable discretion, judgment, tact and diplomacy. Prepare, review and compose correspondence and reports ensuring completeness and accuracy. Assist in the coordinating of executive events. Manage executive schedule and travel arrangements.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Calendar and Events:

- Arrange and coordinate all meetings and events for the Secretary.
- Maintain the Secretary's calendar to ensure accuracy of appointments in a high-pressure, fast-paced environment.
- Make travel arrangements as required.
- Meet with Secretary on a weekly basis or as needed, to review scheduling requests to determine and prioritize meetings and/or speaking engagements.
- Once reviewed delegate meeting requests on behalf of the Secretary to EOHLC senior staff or the appropriate EOHLC agency staff.
- Coordinate travel days for the Secretary with the Chief of Staff.

2) Daily Briefing:

- Prepare a daily briefing book for the Secretary.
- Incumbent must ensure briefing material is prepared for every meeting/event the Secretary attends.

3) Communications:

- Answer and manage all the Secretary's telephone calls and follow-up with him.
- Email the Secretary on a daily basis any incoming time-sensitive telephone calls that require his immediate attention or follow-up, if appropriate or required.
- Deal with complex inquiries and complaints on the telephone, through correspondence or in person

4) Coordination:

- Manage time sensitive matters from the Governor's Office, via telephone or email, and promptly bring any issues to the Secretary's attention in order to meet the deadline requested.
- Coordinate with the Chief of Staff on various issues as they may relate to the Secretary.
- Interact on a daily basis with high level officials in the Governor's Office, other Secretariats, agencies, state, local or federal officials and private companies.

5) Projects:

- Prioritize and coordinate multiple projects simultaneously. Attendance as scheduled is an essential function of this position.
- Develop and implement standards for tracking and monitoring internal and external correspondence including but not limited to correspondence of a confidential and sensitive nature.
- Complete specially assigned tasks and projects while exercising a high degree of confidentiality and discretion.

PREFERRED QUALIFICATIONS:

1. Ability to work in a fast-paced, highly professional environment.
2. Comfortable working with high level officials.
3. Attention to detail and accuracy.
4. Superior customer service and organizational skills.
5. Ability to manage multiple projects simultaneously, meet tight deadlines and prioritize work.
6. Excellent written and verbal communications skills, including ability to communicate in a precise, understandable manner and ability to communicate concisely, clearly and provide information in a logical sequence.
7. Ability to work autonomously once a process is learned.
8. Critical thinker and problem solver.
9. Ability to work independently with minimal supervision.
10. Experience in handling confidential and strategic information; ability to exercise discretion in handling such information; and ability to exercise sound judgment.
11. Ability to establish rapport and maintain harmonious working relationships with others.
12. Team player and self-motivated to meet challenges.
13. Ability to work in a visible public environment with multiple entities and priorities.
14. Highly proficient using Microsoft Office including Word, Outlook, Excel, PowerPoint and Access (with an essential focus on PowerPoint) and the ability to quickly learn new computer skills.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

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:

First consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the-required experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Comprehensive Benefits

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

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

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Program Coordinator II

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

Job: Administrative Services

Agency: Executive Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Oct 3, 2024, 11:02:04 AM

Number of Openings: 1

Salary: \$67,349.36 - \$97,344.26 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: Yes

Potentially Eligible for a Hybrid Work Schedule: Yes

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240008HM>