

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



Program Specialist

SALARY: \$63,000 - \$70,000

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks a Program Specialist to implement regional programs to enhance public safety in Greater Boston, with a particular focus on helping the region prepare for and respond to natural or human-caused disasters through work on behalf of the Northeast Homeland Security Regional Advisory Council (NERAC), as well as preventing violence by or against youth and advancing equity in the criminal justice system through work on behalf of the Metropolitan Mayors Community Safety Initiative (CSI). The Specialist will work with other MAPC departments and staff, state and local officials, first responders, community-based prevention partners, academic researchers, and others to advance programs and projects that enhance the safety of people who live, work, play, and learn in the MAPC region and beyond. The Specialist will be a member of the Public Safety Division in the Municipal Collaboration Department, reporting directly to the Director of Municipal Collaboration.

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 100 full-time employees located 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 Municipal Collaboration Department works to make our communities safer and more resilient, improve the quality and efficiency of municipal services, modernize the operation of local governments, help individual municipalities to resolve local problems, increase coordination among municipalities to address common challenges, and procure goods and services collectively for the benefit of our cities and towns. By leveraging federal, state, regional, and local funding, the services we provide can vary over time to meet changing needs.

The Public Safety Division within the Department provides program facilitation and management to NERAC, helping the region to enhance public safety and prepare for natural or human-caused disasters. The Division also brings together regional law enforcement and prevention partners to combat youth violence and gang involvement through law enforcement, job training, and after-school programs.

RESPONSIBILITIES

This is a writing-intensive position that works in collaboration with other staff members to implement federal and state grants and manage projects that serve to enhance regional homeland security preparedness and public safety efforts and decrease violence against youth. This position also collaborates with other departments across the agency, specifically the Public Health team, on specialized projects to advance equitable and innovative health-focused public safety initiatives, including how best to address the substance use disorder crisis. The Specialist must understand and be able to work within complex systems such as emergency preparedness, criminal justice, education, and social services, and understand data collection and analysis protocols.

Specific duties will include:

- Draft and ensure the completeness of approval documents, scopes of services, and equipment specifications for grant funded projects;
- Coordinate and facilitate meetings that bring together grant stakeholders to determine funding and project priorities to bolster the safety and security of area communities;
- Work with stakeholders to research and develop project ideas and plans to meet identified gaps in emergency preparedness, public safety, and youth empowerment efforts;
- Monitor grant budgets and review, adjust, and process requests from stakeholders for reimbursement of grant approved expenses;
- Develop and regularly track performance metrics to evaluate how grant funded projects meet their objectives;

- Gather data and information for grant projects and complete state and federally required reports;
- Develop policies and procedures for grant funded equipment and programs;
- Schedule events to include identifying appropriate facilities, registration of attendees, and other logistics; and
- Research grant opportunities and draft grant applications to expand opportunities to improve emergency preparedness and public safety in the region.

Evening events, occasional weekend events, and travel throughout Massachusetts (approximately 1-2 times per month) 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 Bachelor's degree and a minimum of 2 years of relevant work experience OR a Master's degree and 1 year of relevant work experience.

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

- Ability to work with diverse communities and to focus on advancing equity in the implementation of public safety programs;
- Knowledge of federal and/or state government grant processes and systems;
- Ability to proactively set priorities and multi-task without compromising attention to detail;
- Excellent time management, organizational, and project management skills;
- Strong written and verbal communications skills with the ability to tailor messages to specific audiences;
- Ability to analyze and solve problems independently in a resourceful and innovative manner;
- Ability to effectively communicate and work within grant specific policies and procedures;
- Ability to work independently and meet deadlines;
- Ability to work with a wide variety of stakeholders and in a team environment;
- A professional demeanor and a positive "can do" attitude, with high public service standards;
- Willingness to perform administrative functions as needed, such as filing, photocopying, and database management; and
- Advanced computer skills including working with MS Word, MS Excel, MS Outlook and Adobe.

SUPPLEMENTAL INFORMATION

Compensation and Benefits:

The salary ranges from \$63,000 - \$70,000, depending on qualifications and experience. This is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family-friendly work environment and a commitment to continued 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.