

# Assistant Director (Office of Housing Stability)

**Req ID** 2025-30089 **Dept** Office of Housing **Position** Regular Full-Time

**Location** CITY OF BOSTON: DEPT OF NEIGH DEV (DND)

**Salary Min** 83,254.47 **Salary Max** 118,176.34

**Union EXM Openings** 1

**Posting End Date** 11/20/2025

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## Overview:

The mission of the Mayor's Office of Housing (MOH) is to make Boston a more equitable and inclusive city where all residents can thrive. MOH oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. MOH seeks to carry out its mission through a lens of promoting diversity, equity, and inclusion and addressing the effects of systemic racism in our city.

The Mayor's Office of Housing (MOH) works to make Boston a more equitable and inclusive city where all residents can thrive. The Office of Housing Stability (OHS), a division of MOH, is charged with preventing displacement and addressing housing instability among Boston's renters. OHS helps residents in crisis stay in their homes or find safe, affordable housing options.

## Brief Job Description:

Under the direct supervision of the Director of OHS, the Assistant Director will provide strategic, operational, and programmatic leadership for the division. The Assistant Director will oversee key housing stability initiatives, ensure seamless day-to-day operations, and support the implementation of new and existing policies and programs. A strong people manager and systems thinker, the Assistant Director will be responsible for fostering cross-team collaboration, leading strategic planning initiatives, and building the infrastructure to sustain equitable service delivery to Boston residents.

## Responsibilities:

- Senior leader is responsible for oversight of all programs and staff in the Office of Housing Stability, including supervision and support of staff and interns.
- Directly supervises and supports the Housing Crisis Coordinator team and the Eviction Prevention team, including the Housing Court Navigator Program Manager.
- Works closely with the Director to develop and implement appropriate policies and procedures governing the day-to-day operations of the OHS division.

- Oversees all policy initiatives and handles all program policy research for OHS.
- Supports the development of new programs. Builds and maintains relationships with key stakeholders, including landlords, management companies, housing authorities, tenants, and community partners, to promote program engagement, resolve housing crises, and support residents in maintaining or securing stable housing.
- Coordinates the division's strategic planning efforts, including goal setting, performance tracking, and alignment with MOH-wide priorities to meet the needs of an ever-changing rental market and housing ecosystem.
- Represents the Director as needed in both formal and informal communications with landlords, legal services providers, community-based organizations, and public agencies.
- Coordinates with senior leadership on financial tracking, program performance, and case management operations and supports the development of data-driven reports to inform decision-making and service delivery.
- Acts as a liaison between OHS and other City departments or appointed bodies on housing stability-related matters.
- Works with the Director to manage the OHS budget, propose strategic investments, and prepare budget submissions and financial reports for the Administration & Finance Division.
- Attends night and weekend community meetings as required.
- Performs related work as required.

#### **Minimum Entrance Qualifications:**

- At least five (5) years of experience in housing, affordable housing programs, homelessness prevention, tenant advocacy, and/or program management, with at least two (2) years of experience supervising and managing staff.
- Bachelor's degree in public policy, urban planning, social work, public administration, or a related field. Advanced degrees or certifications in housing policy, program management, or mediation are a plus.
- Appropriate educational substitutions may be made.
- Demonstrated leadership in managing teams and improving organizational effectiveness.
- Experience managing diverse stakeholders, including property owners, community leaders, nonprofit organizations, and local government agencies.
- Working knowledge or experience with Microsoft Office and Google Suite, familiarity with Salesforce preferred.
- Excellent organizational, writing, negotiation, speaking, supervisory, and interpersonal skills.
- Proven ability to build collaborative relationships, work with colleagues within MOH and other departments to facilitate completion of both small and large projects, and get positive resolutions to outstanding issues.
- Demonstrated sensitivity to the needs of diverse populations.
- Must have and maintain a valid MA driver's license and willingness to work evenings and weekends throughout the city.
- Ability to exercise good judgment and focus on detail as required by the job.

## BOSTON RESIDENCY REQUIRED

### Terms:

Union/Salary Plan/Grade: Non-Union/NU-26

Hours Per Week: 35

Please refer to the Salary Information section on the Boston Career Center site for more information on compensation. For each Salary Plan, salaries are listed by Grade and Step.

"Please note that the Mayor's Office of Housing (MOH) employees and their immediate family members are prohibited from buying or leasing City Involved Housing, with the exception of applicants living in City Involved Housing at the time of hire at MOH. Please refer to the Policy on Employee Participation in MOH Administered Programs."

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.