



## Job opportunity | Community Assistance Program Assistant

The Massachusetts Housing Partnership (MHP) is a public non-profit organization and a leader in affordable housing finance. MHP works with communities, developers and borrowers to create innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts. At MHP, we celebrate diversity and are committed to creating an inclusive environment for all employees.

MHP's Community Assistance team provides support to communities and non-profits in the production of affordable family housing across the state. Internally, the Community Assistance team provides support to the lending team for the 40B PEL process. Support includes state-level policy work, trainings, workshops, publications, and direct and third-party technical assistance as well as research at the community level regarding zoning and key benchmarks.

MHP's Community Assistance Team is seeking a **Program Assistant** to provide daily administrative support for the team and for key initiatives. This position is an integral part of the team and their work in promoting education and development of affordable housing across the state. This position reports to the Director of Community Assistance.

**Specific responsibilities will include**, but are not limited to, leading organizational efforts for workshops and trainings; providing support for MHP's 40B technical assistance program including contracts and billing management; reporting production; providing general support for senior staff presentations; acting as the team point person for MHP's Housing Toolbox; representing the team and agency at internal and external meetings; attending and supporting quarterly meetings with public and private partners around training needs and opportunities; serving as initial contact person for general inquiries; conducting other duties as assigned. In addition, all Community Assistance team members participate and support MHP's training programs, in particular the annual Housing Institute in June.

**Applicants must have:** Excellent documented written and verbal communication skills. Bachelor's degree, 3 years' experience in and/or working knowledge of affordable housing. Understanding, commitment and support of Diversity, Equity and Inclusion focus and actions. Excellent organizational and time management skills. Demonstrated ability to work independently and juggle multiple priorities. A valid driver's license, or the ability to acquire one, and the ability to manage in-state travel.

**Qualifications include:** Demonstrated interest in affordable housing and community development. Excellent excel, power point and database skills, GIS preferred or willingness to learn GIS. Basic accounting or bookkeeping knowledge. Relevant job experience strongly preferred. Ability to work effectively both independently and as part of a team. Ability to manage multiple priorities and meet deadlines while maintaining consistently high-quality work.

Salary is commensurate with experience. MHP provides a comprehensive benefits package including health, life, dental, and disability insurance, flexible spending accounts, professional development and educational assistance, paid time off, paid family leave, flexible work schedule and a fully vested employer-matched retirement plan. This is an excellent opportunity to work with a dedicated, creative and passionate team.

MHP is currently operating a fully remote platform. We are beginning to review plans for a safe post-COVID return to office operation. The successful candidate for this position will be required to work in our Boston office and travel within the state as needed upon reopening.

To apply, please submit cover letter (required) and resume to HR Director at [mhphr@mhp.net](mailto:mhphr@mhp.net)