

## **Contract Coordinator - (240001SU)**

### **Executive Office of Housing and Livable Communities (EOHLC) is seeking a Contract Coordinator in the Division of Housing Stabilization!**

#### **AGENCY MISSION:**

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

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:**

The Program Coordinator II will function as a Contract Coordinator for the Massachusetts Balance of State (BoS) Continuum of Care (CoC). This position provides operational and administrative support to all Balance of State Continuum of Care committees and sub-committees. The Program Coordinator II provides direct operational oversight of the contract compliance for Massachusetts Balance of State (BoS) Continuum of Care (CoC) grant sub-recipients. Under the supervision of the Massachusetts Balance of State Continuum of Care Supervisor, this position manages the contract compliance process with other professional staff for the CoC, and ensures provider compliance with contracted performance measures and outcomes, as well as HUD-mandated Homeless Management Information System (HMIS) data reporting and Coordinated Entry participation; The CoC Grants Coordinator provides application support for the annual BoS CoC grant application to the US Department of Housing and Urban Development (HUD) as directed by the Massachusetts Balance of State Continuum of Care Supervisor.

#### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

##### **1) Contracts:**

- Works with homeless service providers and other Division of Housing Stabilization (DHS) staff to execute timely and accurate contracts, renewals and amendments.
- Works with existing and potential contractors to develop new programs and/or expand existing programs as assigned.

##### **2) Data Management:**

- Ensures that all CoC-funded contractors are active participants in the HUD-required Homeless Management Information System and that the data entered is at minimum 90% complete and accurate.
- Ensures that all CoC-funded contractors are active participants in the HUD-required Coordinated Entry System.

##### **3) Invoices:**

- Works with contractors to ensure that each submits accurate and timely invoices for eligible expenditures and meets federal documentation requirements for these expenditures.

##### **4) Performance & Compliance:**

- Works with CoC-funded contractors to ensure these sub-recipients meet both EOHLC and HUD performance requirements and provide coordinated, appropriate, and effective services to homeless and formerly homeless clients.
- Ensure that funded organizations are following the rules of the CoC and HUD
- Following up with appropriate contacts when it appears they are not in compliance
- Assisting agencies who have become non-compliant to develop an action plan to address issues
- Follow up with the agency to ensure corrective actions have been undertaken
- Works with the CoC Program Monitoring Officer to ensure contract compliance and to provide technical assistance and assist in developing corrective action plans when necessary.

**PREFERRED QUALIFICATIONS:**

1. Excellent written communication skills.
2. Excellent oral communication skills.
3. Experience in program analysis, program management, program coordination, and/or program planning.
4. Demonstrated proficiency in using both Microsoft Word and Excel.
5. Ability to handle multiple priorities.

**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

**Functional Title:** Contract Coordinator

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

**Job:** Administrative Services

**Agency:** Exec Office of Housing and Livable Communities

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Feb 7, 2024, 3:26:02 PM

**Number of Openings:** 1

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

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

**Potentially Eligible for a Hybrid Work Schedule:** Yes

**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

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240001SU>