

CSBG and LIHEAP Program Representative (Temp 2 year with benefits) - (23000C8Z)

The CSBG and LIHEAP Program Representative is responsible for administering federal funding for the delivery of energy and anti-poverty related services to low income families and households residing in the communities of the Commonwealth of Massachusetts. Working with a network of Community Action and Home Energy Assistance Agencies, the Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Program (LIHEAP), which allocates approximately \$235 million throughout the Commonwealth to assist low-income residents with poverty prevention services.

Duties will include monitoring, evaluating and providing technical assistance to sub-grantees who receive Federal & State funding for the delivery of energy services, emergency housing assistance, neighborhood economic development and related poverty prevention assistance to households in the Commonwealth. The incumbent will oversee and monitor contract compliance for both CSBG and LIHEAP, provide administrative program guidance, through site visits, review of progress reports, technical assistance and corrective action plans, etc. and will be required to prepare monitoring assessment reports and updates of site and board monitoring visits.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

Technical Assistance and Guidance:

- Monitors and evaluates activities of assigned sub-grantees; provides guidance and technical assistance in areas of program implementation, organizational management, service delivery, and data management/reporting.
- Recommends and provides guidance for sub-grantees that may include the areas of Board training and governance, fundraising, community outreach, strategic planning and project development.
- Interprets and communicates to sub-grantees, federal and state regulations and guidance governing the fiscal, programmatic and technical operations of the programs.

Compliance:

- Monitors contract compliance, including CSBG Community Action Plans and budgets as well as LIHEAP administrative guidance, through remote and onsite assessments and review of reports, corrective action plans, progress statements, etc.
- Negotiates budgets, work plans, contract provisions for review and approval by the appropriate management staff.

On-Site Reviews:

- Leads onsite and remote monitoring assessments; manages timelines, communicates with sub-grantees, collects, and reviews documentation, analyzes information, and prepares monitoring reports including corrective action plans, as necessary.
- Responsible for initiating and resolving outstanding concerns and items.

Other:

- Assists in policy and program development activities, as needed.

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.

PREFERRED QUALIFICATIONS:

1. Demonstrated experience with data management/reporting
2. Has knowledge of EOHLC programs and software/applications specific to Division/Unit programs.

3. Demonstrated ability to interpret federal and state policies, statutes and regulations.
4. Strong ability to identify, analyze and solve problems.
5. Able to communicate effectively (both orally and in writing) with diverse populations including community residents and professionals in the public and private sectors.
6. Ability to manage multiple priorities and meet deadlines.
7. Able to respond to and defuse crisis situations.
8. Demonstrated proficiency using Microsoft Outlook, Word, Excel, and PowerPoint.

COMMENTS:

This is a 2-year temporary position with benefits. The end date may be extended based on availability of funding.

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); four years of full-time, or equivalent part-time, professional, supervisory, managerial or administrative experience in public administration, business administration or business management, and (B) of which at least two years must have been in grants management, contract administration or contract management work, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in business administration, public administration, or business management may be substituted for a maximum of one year of the required experience.*

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

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

Note: No substitutions will be permitted for the required (B) experience.

SPECIAL REQUIREMENTS:

LICENSE AND/OR CERTIFICATION REQUIREMENTS

- Travel - Some travel is required of this position. Possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.

- Travel – Occasional evening or weekend work may be necessary as part of the regular duties of this position. Possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.

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: Grants Management Spec III

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

Job: Accounting and Finance

Agency: Exec Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: Nov 13, 2023, 10:42:56 AM

Number of Openings: 1

Salary: \$62,268.18 - \$89,143.08 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: No

Potentially Eligible for a Hybrid Work Schedule: Yes

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=23000C8Z>