Deputy Director of External Affairs - (230007NY)

The Executive Office of Housing and Livable Communities (EOHLC) is seeking a Deputy Director of External Affairs for the Secretary’s Office!

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 Deputy Director of External Affairs assists the Director of External Affairs in overseeing all activities with the Secretary’s and Governor’s public affairs and external operations staff on matters related to EOHLC. The Deputy Director coordinates all event briefings for the Secretary or other Executive Office staff and executes the Director’s technical advice for events hosted by the Secretary or sponsored by other Secretariats, constituent groups, municipalities, or other outside entities in which this Secretariat plays a role. Works with the Director to develop public relations communication processes with the Director of Communications.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) At the direction of the Director of External Affairs for EOHLC:
   - Information gathering through divisions to ensure proper preparation for events and meetings.
   - Acts as a liaison between the secretariat, divisions and Governor’s office on all scheduling event planning and preparation.
   - Reviews and approves matters involved in the external operations area, including but not limited to: all events applications, requests and activities, and their appropriateness; permit compliance; event budgets, financial planning, security, event production, logistics and technical support; event calendar and publicity.
   - Identifies branding opportunities for secretariat through events

2) Recommends and Supports:
   - Comprehensive strategy for public events and schedule prioritization for the Secretariat.
   - Recommending the acceptance of certain event invitations over others, planning events with agencies and quasis to amplify priorities and key messaging.
   - Supports the planning and coordination of logistical support for events hosted and attended by the Secretariat.

3) Technical Assistance:
   - Events hosted by constituent groups, municipalities or other outside entities in which this Secretariat plays a role.

4) Attends:
   - Events or meetings with the Secretary when an operations presence is needed – larger speaking programs, events or meeting with significant follow-up items, etc.

PREFERRED QUALIFICATIONS:
1. Background in government operations.
2. Strong interpersonal skills.
3. Outstanding verbal and written skills.
4. Ability to respond under tight deadlines.
5. Ability to build collaborative relationships within state government.
6. Ability to effectively communicate and engender trust with local communities.
7. Flexibility and a willingness to listen is essential.
8. Knowledge of a wide range of information, including housing, municipal management and public administration
9. Knowledge of state and federal public housing, its regulations and tenant base.
10. Understanding of state and federal grant programs including CDBG (Community Development Block Grants), Low Income Housing Tax Credits, etc.
11. Flexibility to work nights and weekends as needed.

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.

PRE-OFFER PROCESS:
A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.
II. A Bachelor’s degree in a related field may be substituted for two (2) years of the required experience.
III. A Graduate degree in a related field may be substituted for three (3) years of the required experience.
IV. A Doctorate degree in a related field may be substituted for four (4) years of the required experience.

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! 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: Administrator V  
Functional Title: Deputy Director of External Affairs  
Primary Location: United States-Massachusetts-Boston-100 Cambridge Street  
Job: Administrative Services  
Agency: Executive Office of Housing and Livable Communities  
Schedule: Full-time  
Shift: Day  
Job Posting: Jun 26, 2023, 3:51:24 PM  
Number of Openings: 1  
Salary: $38,067.12 - $108,000.00 Yearly  
Bargaining Unit: M99-Managers (EXE)  
Confidential: No  
Hybrid Work Eligible: 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=230007NY