Citizens’ Housing and Planning Association (CHAPA) is the non-profit umbrella organization for affordable housing and community development activities in Massachusetts with a diverse, active membership of more than 6,000 people.

At the core of CHAPA’s work, we believe that every person in Massachusetts should have a safe, healthy, and affordable place to call home. We serve as conveners across sectors to advance equitable housing policy and programs. Much of our work happens collaboratively through local coalition building, committee meetings, and legislative advocacy during which gathering a range of voices at the table is critical. We value lived housing experience just as much as work experience, and we strive to ensure policymakers and others working in the field allow the same access and space for those with lived experience to contribute.

Join a passionate, vibrant team making a difference in Massachusetts! To learn more about CHAPA’s impact, please visit www.chapa.org.

Events and Logistics Manager

The Events and Logistics Manager will report to and support the Director of Communications & Events in executing CHAPA’s Annual Dinner – a 1,300-person event at the Boston Convention Center – and our year-round forums, trainings, and in-person, hybrid, and virtual meetings. The Manager will have a critical role in ensuring all of CHAPA’s many meetings and events run efficiently and hospitably, so our organizational work can move forward.

This is a full-time position based in Boston, Massachusetts. CHAPA is currently operating under a flexible hybrid schedule with the Events and Logistics Manager expected to work in-office at least two times per week and as needed for events and meetings.

Specific Responsibilities

- Manage ongoing event registration, billing, and payment-related logistics in CHAPA’s database and answer attendee event questions
- For the Annual Dinner, serve as the point person with event staff at the Boston Convention and Exhibition Center to determine the schedule, space, and menu
- For all other events, serve as the point person with the venue while securing space, ordering food, staffing the registration area, and handling all technology needs and materials
- Oversee and maintain event and meeting-related supplies, such as copy machine toner, paper, labels, notebooks, pens, refreshments, etc.
• Oversee technology needed for frequent virtual and hybrid meetings, including setting up individual desks for virtual meetings and the conference room for hybrid meetings as well as training staff on different technologies

Qualifications

• Interest in event planning for events large and small
• Competence and comfort with technology
• Experience and interest in maintaining a database
• Excellent interpersonal skills, demonstrating a customer service mindset when interacting with event attendees and vendors
• Detail-oriented with strong organizational and project management skills
• Self-starter with an ability to work independently and collaboratively
• Ability to multi-task and communicate effectively
• Sensitivity to the needs of people of low incomes and support for CHAPA’s mission to increase affordable housing access and opportunities in Massachusetts

Salary:

The salary range is $60,000-$65,000, based on experience. CHAPA also provides a generous package of benefits including vacation and sick time, health insurance, short-term disability insurance, life insurance, and retirement benefits.

To Apply:

Candidates of diverse backgrounds are encouraged to apply. Please submit a cover letter describing your interest in the position and a resume to Jenna Connolly at jconnolly@chapa.org. CHAPA will prioritize applications received by Friday, September 8, 2023.

CHAPA is an equal-opportunity employer.