

**Housing Program Assistant - (210002ZI)**

**Official Title:** Housing Program Specialist I

**Functional Title:** Housing Program Assistant

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

**Job:** Community and Social Services

**Agency:** Department of Housing & Community Development

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Mar 29, 2021, 10:40:50 AM

**Number of Openings:** 1

**Salary:** \$50,794.12 - \$71,863.74 Yearly

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

**Confidential:** No

The Housing Program Assistant performs a number of administrative and professional tasks in support of the Director, Deputy Director, and Program Managers in the Division of Housing Development. These tasks include, but are not limited to: preparing letters and reports; researching various housing related issues/topics; preparing excel spreadsheets and ongoing tracking thereof; file design and maintenance; assisting constituents and the general public; responding to requests for information from other state and quasi-public housing agencies, coordinating appointments/responses with the Undersecretary's office and other Directors within the agency; scheduling appointments; coordinating work unit responses to tasks/project assigned; handling confidential information, and performing other related duties as assigned.

**DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):**

1. Prepares and distributes draft and final letters, reports, memoranda and other documents for review, comment and approval.
2. Researches and analyzes various housing related topics and prepares reports, spreadsheets, power point presentations, etc.
3. Participates in the preparation of information for the Division's funding rounds, prepares and schedules project site visits, coordinates the assignment of architects, and participates in site visits and project review meetings with contract architects.
4. Reviews funding round applications for Division resources, including but not limited to: federal HOME, Housing Stabilization Fund, Commercial Area Transit Node Housing Program, and Housing Innovations Program. Participates in project review meeting re: same with DHCD, Affordable Housing Trust Fund and Community Economic Development Assistance Corporation staff.
5. Provides technical assistance to for-profit and non-profit sponsors, constituents and the general public by answering questions, phone calls, and letters and/or explaining general program requirements for the Division's funding resources.
6. Coordinates responses to requests for programmatic requirements, policies and guidelines from other state and quasi-public housing agencies, for-profit and non-profit sponsors, and other housing related agencies.
7. Coordinates appointments with internal and external individuals, groups, and organizations related to the production of preservation of affordable housing or the development of homeownership opportunities.

8. Verifies information, prepares responses, and tracks status of correspondence using the Department's database.
9. Designs, updates, and maintains files related to the Division's housing program resources and housing related project management documents.
10. Develops professional relationships with project sponsors, development consultants, fellow team members, division and agency staff, and constituents.
11. Participates with other division staff in housing related task force and committee meetings.
12. Performs other related duties as assigned/required.

**PREFERRED QUALIFICATIONS:**

1. Preference will be given to candidates with an Associates or higher degree. Three years of work experience in a similar position with progressively responsible experience working full-time in a professional office setting.
2. Excellent computer skills (i.e., word processing, excel spreadsheets, power point).
3. Excellent communication skills, including written communication.
4. Ability to work independently and within a team.
5. Ability to adjust to changing priorities.
6. Ability to analyze and determine the applicability of verbal, written, and statistical information related to a particular issue, program, or policy.
7. Ability to maintain accurate and thorough records and files.
8. Ability to exercise discretion in handling confidential information.
9. Ability to prioritize work and track status/completion of tasks.
10. Awareness of principles and practices of affordable and market rate housing and factors influencing the housing market.
11. Ability to establish and maintain positive working relationships with co-workers, other agency staff, outside agencies and constituents.

**MISSION STATEMENT:**

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

**COMMENTS:**

**Please upload resume and cover letter.**

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

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 (by 04/12/21).**

Minimum Entrance Requirements: Applicants must have at least (A) two years of full-time, or equivalent part-time, professional experience in real estate management, property management, public housing program management, public housing program development or public housing program administration, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in real estate, public administration, business 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 real estate, public administration, business administration or business management may be substituted for the required experience.\*

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

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 6175731000**

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210002ZI>