

The Metropolitan Area Planning Council (MAPC) invites applications for the position of:



Grants and Procurement Coordinator

SALARY: \$60,000 - \$67,000

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks to hire a Grants and Procurement Coordinator (hereafter, Coordinator) to assist in the oversight of vital public safety, preparedness, and health related federal grants across Massachusetts. This position will provide an excellent opportunity for responsibility, learning, and career growth. The Coordinator will partner with the Grants and Procurement Specialist, the Municipal Collaboration Department Director, and other members of the team in the oversight and execution of grant management activities. This position is an integral part of an interdisciplinary team that works to advance public safety and procurement initiatives throughout the Commonwealth.

About MAPC:

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our strategic priorities involve sustainable development, advancing equity, regional collaboration, and creating a climate-friendly region. We are guided by our regional plan, [MetroCommon2050: Shaping the Region Together](#). MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

MAPC has a hybrid schedule, combining time in the office with remote work. Employees must reside within a commutable distance from MAPC's Boston office.

MAPC strongly supports the professional development of each staff person, believing their growth to be consistent with the best interests of MAPC and the region. We encourage all our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times.

This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future

for everyone who lives and works in Greater Boston. For more information about MAPC or *MetroCommon2050*, please visit www.mapc.org

About the Department:

The Municipal Collaboration Department specializes in assisting local governments to work more efficiently at the local level, and to work regionally by partnering with each other and private entities such as hospitals and public safety associations to make our communities safer. Our statewide team of experienced professionals provides planning, procurement, budgeting, reporting, administrative, project development, and contractor, vendor and project management services for the following initiatives:

- Serves as fiduciary for the Commonwealth's four homeland security regions and associated regional advisory councils, managing grants from the U.S. Department of Homeland Security via the Massachusetts Executive Office of Public Safety and Security (EOPSS). MAPC provides additional support to one of these councils, the Northeast Homeland Security Regional Advisory Council (NERAC), serving as the program manager and facilitator of that group.
- Serves as the Sponsoring Organization for the Region 3 Health and Medical Coordinating Coalition (HMCC), a regional collaborative effort designed to strengthen and promote emergency preparedness and response capabilities of the region's health entities and to share resources. This work is funded through the Massachusetts Department of Public Health - Office of Preparedness and Emergency Management.

The Municipal Collaboration Department also specializes in assisting local governments, public coalitions, and professional associations in establishing and sustaining success through collaborative ventures. One of the Department's core programs is the establishment and management of collective purchasing contracts for a range of goods and services critical to municipal functions. The Department administers contracts for public safety and public works vehicles and equipment used by cities and towns throughout New England, procures a range of transportation and mobility devices and services, and works with school districts on the procurement of healthy food for schools. Procurements that advance equity and support the agency's mission of smart growth and regional collaboration are always a priority.

We welcome to our staff team intelligent, thoughtful, and entrepreneurial professionals who are committed to improving the quality of life in Metro Boston and beyond.

RESPONSIBILITIES

The Grants and Procurement Coordinator will work with the Grants and Procurement Specialist in the development and implementation of federally funded projects that serve to advance emergency preparedness and homeland security efforts across the Commonwealth of Massachusetts. This is a position where attention to detail and the ability to multitask is key. Duties involve work in the purchase and contract execution of a variety of supplies, equipment, and professional consulting services required by the Massachusetts Homeland Security Regions and the Region 3 Health and Medical Coordinating Coalition (HMCC). The Coordinator will work with other members of the team to ensure each completed project is in compliance with all federal and grant-specific requirements. Also included in the Coordinator's portfolio is the completion of reporting requirements for the Homeland Security Regions and the HMCC.

- Assist in the execution of public procurement and contracting processes for all homeland security and HMCC grant funded projects in accordance with all applicable federal and state laws, policies, and procedures and applicable grant requirements. This includes procurements for consultants to train public safety and emergency preparedness staff and develop public safety and emergency preparedness plans and procurements for emergency response equipment;
- Review all vendor invoices and requests from municipal departments for backfill and overtime reimbursement for accuracy before payments are made and ensure appropriate use of funds with timely payment of all vendor invoices and reimbursement requests;
- Complete homeland security and HMCC grant reporting requirements to ensure compliance and responsiveness to grant guidelines and requests;
- Assist in the development of policies and procedures for grant funded equipment;
- Complete general homeland security and HMCC equipment inventory tracking;
- Track homeland security performance metrics for grant funded projects;
- Assist in meeting coordination and follow up for 1-2 HMCC groups to include:
 - Meeting logistics and scheduling;
 - Agenda development;
 - Meeting facilitation and development of minutes;
 - Follow up on action items from meeting;
- Assist in providing coordination services for the Massachusetts 3D Public Health Coalition to include:
 - Serving as the secondary point of operational and administrative contact for internal and external constituencies;
 - Drafting required reporting and documentation;
 - Assisting the Coalition in reviewing all policies and completion of deliverables;

Commented [BM1]: This does not read as a coordinator level role.

Commented [EW2]: I'm guessing that this is the sentence that Marybeth was questioning. Right now it sounds like this coordinator will themselves lead these trainings. Instead, I think you can make clear that the Coordinator will assist with the contracting and procurement of trainings and services, not leading them on their own!

Commented [EW3]: I think this needs a little more too. They're not entirely likely to develop these policies and procedures on their own, right? I feel like they're more likely to work with the team on these priorities.

Commented [EW4]: Is this about equipment? If yes, let's add that in.

- Completing Coalition inventory tracking;
 - Coordinating all Coalition meetings;
 - Compiling scopes of services and specifications for Coalition purchases, as well as reviewing travel reimbursements and 24/7 phone line related cost;
- Build excellent relationships with public safety and health and medical leaders, as well as other stakeholders, at the local, state, and federal levels to enhance emergency preparedness and procurement activities that support cities and towns and advance MAPC's mission.

Evening events, occasional weekend events, and local travel are a responsibility for this position. MAPC does not require that you have a vehicle; however, you must have a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC provides support for travel, including MBTA passes, a Zipcar account and BlueBikes membership.

QUALIFICATIONS

Candidates for this position should have, at a minimum, a Bachelor's degree and 1 year of relevant work experience **OR** an Associate's degree and at least two years of relevant work experience **OR** four years of relevant work experience.

Massachusetts Certified Public Purchasing Official (MCPPO) certification preferred.

Successful candidates for this position will demonstrate all or most of the following:

- Knowledge of federal government grant processes and systems;
- Prior experience in public purchasing processes and budget management;
- Ability to proactively set priorities and multi-task without compromising attention to detail;
- Excellent time management, organizational, and project management skills;
- Ability to analyze and solve problems independently in a resourceful and innovative manner;
- Understanding of multi-step processes and how to work within them in a team environment;
- Ability to work independently and meet deadlines;
- Excellent communication skills (written and verbal);
- Ability to work with a wide variety of stakeholders;

- A professional demeanor and a positive “can do” attitude, with high customer service standards;
- Willingness to perform administrative functions as needed, such as filing, photocopying, and database management; and
- Advanced computer skills including working with MS Word, MS Excel, MS Outlook and Adobe.

Per MAPC COVID-19 Vaccine Policy, all employees including remote employees must be fully vaccinated. This position will require the selected candidate to show proof of full vaccination against COVID-19, including up to date boosters. MAPC will consider reasonable extensions or accommodations as required by law.

SUPPLEMENTAL INFORMATION

Compensation and Benefits:

The salary ranges from \$60,000 to \$67,000, depending on qualifications and experience. This is a full-time non-exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family-friendly work environment and a commitment to continued professional development.

How to Apply:

Apply online at www.mapc.org/jobs. The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States. A Criminal Offenders Records Information (CORI) request must be completed if offered this position. A criminal record is not an automatic bar to employment at MAPC, but it will be reviewed in light of the position and other elements of an applicant's resume.

MAPC is an Equal Opportunity Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC's culture of equity, see our [Equity at MAPC](#) page.