

## **MAPC Job Posting – Senior Government Affairs Specialist**

### **Description**

The Metropolitan Area Planning Council (MAPC) seeks candidates for the position of Senior Government Affairs Specialist to help further the public policy goals of the agency. The Senior Specialist will help draft and analyze legislation, engage in strategic development with a dynamic team about how to advance legislative and policy campaigns, and work with coalition partners to advance our regional plan and our commitment to regional collaboration, smart growth, and equity.

### **About MAPC:**

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our mission is to promote smart growth and regional collaboration. 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](http://www.mapc.org).

### **About the Department:**

MAPC's Government Affairs team is a 4-member team that advocates at the local, regional, state, and federal level. We work closely with municipal leaders and other allies and stakeholders, leading coalitions like the Metro Mayors Coalition and North Shore Coalition and legislative focused efforts. This position will report to the Director of Government Affairs. More information available here: <https://www.mapc.org/get-involved/legislative-priorities/>.

### **Responsibilities (including but not limited to)**

Advocacy, analysis, writing, and policy responsibilities:

- Develop policy strategies to implement MetroCommon2050 at the local and state level
- Engage in direct outreach to the Legislature, Administration, Congressional delegation, municipal officials, and other allies to advocate for MAPC's policy and budgetary priorities
- Develop and maintain strong relationships with local, state, and federal officials, community, and advocacy groups and deepen relationships with the Congressional delegation
- Engage and support coalitions to advocate for regional policy priorities that align with MAPC's legislative and policy agenda with a focus on clean energy related priorities

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- Support the development of strategic policy priorities for the Metropolitan Mayors Coalition, the Metro Mayors Climate Task Force and the Massachusetts Association of Regional Planning Agencies
- Develop key elements of the agency's policy agenda and support data-driven policy and advocacy strategies, including leading advocacy efforts on key issues at the local, state, and federal level
- Work with departments at MAPC to craft reports, fact sheets, and other materials to support our advocacy and policy agenda and advance legislative and policy solutions
- Collaborate with other departments to best position MAPC and communities for federal funding

### Administrative responsibilities:

- Provide logistical support to the Government Affairs team and the Metro Mayors Coalition
- Work with Legislators, the Administration, and municipal officials to host events in Boston and around the region that are aligned with the Agency's work

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 a Zipcar account and BlueBikes membership.

### Qualifications

Candidates must have a Bachelor's degree in public policy, planning or a related field and at least 6 years of related experience, preferably in a public policy arena, **OR** a Master's degree in public policy, planning, or a related field plus 4 years of relevant job experience **OR** an equivalent combination of education and experience.

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

- A broad knowledge of state, local, and federal government functions, including an understanding of the state house, municipal governance and finance, or related fields; Massachusetts policy experience in the state house or administration is a plus
- Ability to foster and maintain collaborative relationships with local, state, federal, and regional officials, academic researchers and analysts, agency heads, community-based and advocacy organizations, and individuals from a wide range of diverse backgrounds
- Good judgment in dealing with high-level public officials, members of the public, and the media
- Ability to gather information, evaluate public programs, make recommendations and prepare written and oral reports that strategically advance policy
- Experience working collaboratively with staff members from various departments and ability to work with agency board members
- Comfort and familiarity with word processing, electronic communication tools

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- Excellent written and oral communication skills

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 the Bivalent booster. MAPC is an equal opportunity employer and will consider reasonable accommodation to those individuals who are unable to be vaccinated consistent with federal, state, and local law.

### **Compensation and Benefits:**

The salary ranges from \$78,000 - \$88,000, depending on qualifications and experience. This is a full-time 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](http://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.

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.