

MDI Assistant Coordinator, Contractor - (200008CL)

Official Title: Program Coordinators

Functional Title: Contract MDI Assistant Coordinator

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

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Dec 11, 2020, 1:28:49 PM

Number of Openings: 1

Salary: \$40.56 - \$40.56 Hourly

Bargaining Unit: Non

Confidential: No

The Contract MDI Assistant Coordinator assists the Massachusetts Downtown Initiative (MDI) Coordinator to implement the Local Rapid Recovery Planning (LRRP) program to provide technical assistance and training for communities to assist them to recover from effects of COVID-19. Technical assistance will generally be planning, municipal management, community and economic development, land use, and growth management to support downtown and town/city center recovery and revitalization.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES:

1. Assist in the administration of the LRRP program by assisting MDI Coordinator in all aspects. Review requests for proposals, coordinate review and evaluation of applications, coordinate scope of services between grantee communities and consultants, monitor grant implementation, maintain program files and records, prepare reports on program implementation and outcomes.
2. Assist in disseminating training and information materials such as operations manuals, program guidance and summary reports, project catalogs and informational reports regarding LRRP program activities.
3. Monitor all participants in the LRRP program for completion of activities in scope of services. Monitor consultant expenditures for consistency with contract. Maintain tracking records for applicants and consultants.
4. Develop an on-line resource library containing best practices and other resources related to downtown revitalization and COVID-19 responses.
5. Act as a secondary point of contact for municipal officials and other interested parties by providing information on LRRP program, resources, and regulations.
6. Coordinate functions with other Unit/Division/Department staff to provide coordinated assistance to communities.

7. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. A Bachelor's degree or higher is preferred in urban and/or regional planning and/or urban design.
2. A minimum of three years of work experience in community or economic development activities is preferred.
3. Working knowledge of nonprofit community-based organizations and their operations required; experience preferred.
4. Familiarity or knowledge of municipal operations is required; municipal experience is preferred and may be volunteer experience.
5. Familiarity or knowledge of business recruitment and retention practices for small business preferred.
6. Past experience in downtown revitalization in the following areas– district management, urban design, mobility, wayfinding and housing experience preferred.
7. Experience in program development, provision of technical assistance to nonprofit, community-based organizations, municipalities and/or state/local relations are desirable.
8. Ability to meet deadlines within close time constraints.
9. Ability to work independently and as a part of a team.
10. Willingness to accept supervision and direction while exercising some discretion in daily responsibilities.
11. Ability to understand, explain and apply nonprofit management practices for effective and efficient operations.
12. Ability to communicate effectively in oral and written expression.
13. Familiarity with automated database applications and/or management information systems preferred.
14. Ability to identify planning and community development issues and concerns in grantee organizations and communities, and to work with appropriate Unit/Division staff in addressing their resolution.
15. Ability to evaluate reports and programs.
16. Please Note: On-site visits to community-based organizations or municipalities and occasional evening work in municipalities may be necessary as part of regular requirements of the position, including making presentations to local/regional Boards or Committees.

MISSION STATEMENT:

The Department of Housing and Community Development (DHCD) is within the 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.

EXTERNAL COMMENTS:

This is a contract position working up to 37.5 hours per week. The hourly rate for this position is \$40.56. The estimated contract start date is 01/04/21 with a contract end date of 06/30/21. The contract may be extended based on availability of additional funding.

Benefits are unavailable with the exception of sick leave accruals.

State and federal taxes will be withheld. In addition the contractor must participate in the Alternative Retirement Program mandated by federal law.

All employees will be paid on a biweekly basis and must have direct deposit.

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:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) three years of full time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the-required experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

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

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 617-573-1254

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=200008CL>