



## Job opportunity | Operations & Event Coordinator

*Are you looking for a role that offers a balance of event planning and operational support while helping advance a meaningful mission?*

If you are interested in joining our team, please submit a resume and cover letter via our brief online application found on our [Careers page](#).

### About Us:

The Massachusetts Housing Partnership (MHP), a non-profit public agency, works with communities to create innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts. Our mission is to pioneer new development and financing models that make more effective use of public resources, be responsive to local needs, promote racial equity, and achieve greater impact than conventional approaches to affordable housing. MHP focuses on the following areas: [Community Assistance](#), [Rental Development](#) and [Portfolio Management](#), [Homeownership](#) and [Data & Policy](#).

**Current Opportunity:** The Operations & Events Coordinator is a vital member of the Community Assistance team, ensuring smooth operations and exceptional events. Primary responsibilities including managing vendor contracts, tracking invoices and budgets, and playing a key part of planning and executing in-person and virtual trainings, including our annual Housing Institute conference. Additional responsibilities include maintaining and enhancing the Community Assistance team's various systems, applications, and websites, as well as creating content that effectively communicates key messages for both internal and external audiences.

At MHP, staff engagement, inclusion and belonging are integral to everything we do. We value individuals who are intentional about fostering inclusive environments and who recognize the power of diverse perspectives. The person in the Operations & Events Coordinator position is expected to embody these values not only in their work but in how they build relationships, make decisions, and contribute to a supportive team culture. To learn more about MHP's commitment to engagement and inclusion, visit our [website](#).

**Key Responsibilities:** As the Operations and Events Coordinator, you will enjoy a multifaceted role that offers a blend of responsibilities across program coordination, event logistics, communications, and reporting. This position is ideal for someone who thrives on variety and impact, enjoys working across teams, and takes pride in keeping operations running smoothly while contributing to meaningful initiatives.

- **Program Support**
  - Serve as the primary contact for technical assistance requests and intake
  - Maintain and update program databases; perform data entry and cleanup
  - Manage vendor relationships, contracts, invoicing, and reporting
  - Schedule meetings, manage calendars, and take detailed notes
  - Provide general administrative and operational support to advance team goals
- **Event Planning**
  - Coordinate logistics for 8–10 annual workshops and regional meetings (virtual and in-person)
  - Lead planning and execution of the annual Housing Institute, a two-day conference in June

- Book venues, manage registration, and produce event materials
- Liaise with vendors, exhibitors, and speakers
- Organize internal planning meetings and create a digital event binder
- Availability required during the month leading to the conference
- **Communications**
  - Maintain and update the team's public-facing website (Housing Toolbox)
  - Create and distribute a monthly external newsletter; manage distribution list
  - Respond to general inquiries and maintain the team's CRM database
- **Reporting**
  - Compile quarterly reports summarizing program activity and grantee progress

**Compensation:** The budgeted compensation for this role is \$62,000 to \$65,000. Any final offer will be based on various factors including job-related knowledge, skills, competencies, and experience. The listed range is just one component of MHP's total compensation package for employees.

**Benefits our employees value:** MHP understands that benefits are an important consideration when looking for a new role. We are proud to offer our employees a comprehensive benefits package including:

- Hybrid and flexible work schedule
- Health insurance through the state's Group Insurance Commission
- 403b retirement plans and employer match of up to 10% and immediate vesting
- Annual 5-week paid time off (PTO) benefit and 13 paid holidays
- Fully paid group term life and long-term disability insurance
- Dental insurance with 90% of premium covered by MHP
- Vision insurance with 50% of premium covered by MHP
- Medical and dependent care Flexible Spending Accounts
- Public transportation reimbursement
- Tuition reimbursement up to \$10,000
- Professional development resources and assistance
- First time homebuyer assistance up to \$20,000
- Generous home office benefit
- Membership discount for onsite gym

**Hybrid Schedule Policy:** The Operations & Events Coordinator role is designated as *Hybrid* which includes both in-office and remote workdays. Positions designated as Hybrid are required to work out of the Boston office two days per week during the first 90 days of employment and may have the opportunity to reduce regular in-office days thereafter upon management approval. At least one office day must be on Tuesday, the designated team day.

MHP's office is conveniently located minutes from South Station. The position will utilize an MHP laptop which must be transported to and from the MHP office.

### **Knowledge, Experience and Skills:**

Excellent organizational and time management skills  
 Strong writing, verbal, and interpersonal skills  
 Ability to juggle multiple priorities and work effectively both independently and as part of a team  
 Demonstrated comfort and ability working with datasets using Excel  
 Experience with Salesforce or other customer relationship management (CRM) systems a plus.  
 Strong working knowledge and familiarity with Zoom or similar web conferencing tools

Familiarity and experience with web-based marketing platforms such as Constant Contact, Canva, or similar

Working knowledge and experience using Microsoft Office products, including Outlook, Word, Excel, Teams, PowerPoint, etc.

Bachelor's degree in communications or related field, or an equivalent combination of skills, knowledge and experience required.

**Travel:** Travel will be required within Massachusetts. A current driver's license and/or access to reliable transportation is required in order to plan and attend MHP events throughout the state.

*MHP supports equal opportunity employment and all employment-related decisions are made in compliance with federal and state laws.*

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