



BRA/EDIC EMPLOYMENT OPPORTUNITY

**TITLE: Special Projects Coordinator
MAYORS OFFICE**

JOB POSTING # 31-14

EMPLOYMENT STATUS: EDIC Employee/

POSTING DATE: July 29, 2014

**DIVISION/DEPT: JOBS & COMMUNITY SERVICES/
ADMINISTRATION & MANAGEMENT**

**This job posting will remain posted for 10 working days (08/11/14) before a hiring recommendation can be made*.*

SUMMARY: Under the direction of the JCS Director, the Senior Advisors to the Mayor, and the various special initiatives under the Mayor's Office, the coordinator will be responsible for the overall planning, management, implementation and reporting of the Mayor's Office special projects. Convene meetings with multiple stakeholders; draft agreements and essential project and grants related documents for grant reporting, proposals, research and publications, etc. Develop and implement strategies for special projects in either the city as a whole or specific neighborhoods in Boston; develop and manage a database and tracking system for community partners; research and draft grant proposals for potential funding for the city; align organizations with current city and municipal agencies, and other ongoing and volunteer efforts regarding special projects programs. Follow up on other related project tasks as required.

GENERAL DUTIES AND RESPONSIBILITIES:

- Develop and manage multiple database and tracking systems from various community and municipal agencies in the city of Boston;
- Draft grants, reporting, and tracking documents for the project as needed;
- Review and monitor performance and contracts;
- Convene and document meetings;
- Research and draft policy recommendations for the Mayor's Office;
- Research grants and other funding sources;
- Draft grant proposals and reports for review;
- Manage the city's partnerships, volunteers and staff;
- Draft grant proposals and reports for review; and
- Assist in program evaluation and make recommendations.

QUALIFICATIONS: Work requires completion of a Bachelors degree plus five or more years experience. An advanced degree or equivalent in Public Policy, Criminal Justice, or a similar discipline is strongly preferred. Must have a strong background in policy analysis, research, data analysis and writing. Skills required also include excellent communication and presentation skills, ability to analyze data, and ability to wo

GRADE: 20

HIRING RANGE: \$58, 527.08 - \$70, 380.10

To Apply: **Submit resume to:** Human Resources, BRA, 43 Hawkins Street, Boston MA 02114
An Equal Opportunity Employer.

E-Mail: hr.bra@Boston.gov

BOSTON RESIDENCY REQUIRED ON DATE OF HIRE