



BRA/EDIC EMPLOYMENT OPPORTUNITY

**TITLE: RE - ENTRY COLLABORATIVE PROJECT MANAGER
MAYORS OFFICE**

JOB POSTING #28-14

EMPLOYMENT STATUS: EDIC Employee/

POSTING DATE: 7/1/14

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

Location: Mayors Office

**This job posting will remain posted for 10 working days (7/16/14) before a hiring recommendation can be made*.*

SUMMARY: Under the direction of the JCS Director, the Senior Advisors to the Mayor, and the City’s Re-Entry Collaborative Council, the Re-Entry Collaborative Project Manager will be responsible for the overall implementation of the Mayor’s vision and efforts on re-entry. Convene stakeholder meetings; draft MOUs and other essential documents for tracking, collaboration, grants compliance and management, etc. Develop key strategies and priorities for re-entry programs in Boston. Develop and manage a tracking system for re-entry participants and program; research and draft grant proposals for potential funding for the city. Improve collaboration networks of community organizations, faith-based organizations and other volunteer efforts regarding re-entry and second chance programs. Follow up on special project tasks as required.

- Develop a city-wide system for tracking program participants and partners’ efforts for re-entry initiatives in the city of Boston;
- Draft memos, MOUs, grant agreements, and other essential documents for the project as needed;
- Review and monitor performance and grant contracts;
- Convene and document stakeholder meetings;
- Research best practices around the country and make policy and program recommendations to the Mayor’s Re-Entry Collaborative;
- Research grants and other funding sources;
- Draft grant proposals and reports for review;
- Manage the city’s partnerships, volunteers and staff to successfully carry out the Mayor’s Re-Entry mission and goals;
- Draft grant proposals and reports for review;
- Assist in program evaluation and make recommendations; and
- Follow up on special projects related to the collaborative as required.

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 work well with others.

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