



BRA/EDIC EMPLOYMENT OPPORTUNITY

PROGRAM COORDINATOR, NEIGHBORHOOD JOBS TRUST & OTHER SPECIAL INITIATIVES

JOB POSTING: #25-14

EMPLOYMENT STATUS: EDIC Employee

DIVISION/DEPT: JCS/Adult Services

POSTING DATE: 6/17/14

**This job posting will remain posted for 10 working days until (6/30/14) before a hiring recommendation can be made*.*

SUMMARY: Under the direction of the Deputy Director for Adult Services, manage the contracting process, monitoring and programmatic reporting for grant and contract funds received under the City of Boston’s Neighborhood Jobs Trust (NJT) and other special initiatives. Provide technical assistance to all contractors and stakeholders (employers, community based organizations, career centers, etc.) to ensure quality services for clients and enhance contractor’s ability to achieve job placement and other outcome goals including retention.

Participate with planning staff in the planning process and procurement of Neighborhood Jobs Trust (NJT) programs and others as appropriate. These procurements are typically for a variety of services that include but are not limited to skills training, adult basic education, ESOL, and an array of wrap-around services such as case management, follow-up, outreach/marketing and assessment.

Review assigned proposals and develop recommendations. Initiate the contract negotiation process at the appropriate time and coordinate activities internally with IT, fiscal, and planning departments prior to the finalization of contracting.

Develop negotiation packages and conduct contract negotiation sessions. Review and recommend contract amendments.

Review and approve all invoices (performance based and cost reimbursement), and coordinate with fiscal unit to ensure timely payment to contractors. Review IT reports.

Prepare reports on grant performance for public dissemination.

Conduct monthly desk reviews to monitor program level and system wide performance. Review qualitative and quantitative reports from contractors. Conduct site visits to contractors to ensure contract compliance and to evaluate for quality and customer satisfaction. Provide technical assistance as needed to contractors. Implement corrective action as needed.

Plan, coordinate and facilitate regular program operator meetings.

Coordinate communication with contractors including instructing all vendors in grant requirements and keeping them updated on all changes. Represent BRA/EDIC JCS unit at meetings and conferences as assigned.

Develop positive work relationships with various state, federal and city agencies as well as community based organizations, employers, private organizations, universities and foundations as related to workforce development.

Actively serve on standing or ad hoc committees as interested or assigned.

Maintain files in accordance with department, state, federal and/or funding source standards/ requirements.

Perform other related duties as required

QUALIFICATIONS:

Work requires a Bachelor’s degree or equivalent in Human Services, Economic Development, Business Management, Urban Planning or related discipline plus three to five years of progressively responsible related experience. Knowledge of Boston’s neighborhoods and communities is desirable. Proficiency with Microsoft Word suite is required. Familiarity with databases and the ability to produce reports is desired.

GRADE: 18

HIRING RANGE: \$50, 453.61 - \$60, 651.68

Submit resume/cover letter to:

BOSTON REDEVELOPMENT AUTHORITY, HR

43 Hawkins Street, Boston MA 02114

E-Mail: HR.BRA@Boston.gov

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BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.