



# BRA/EDIC EMPLOYMENT OPPORTUNITY

## SPECIAL ASSISTANT

**JOB POSTING: # 10-14**

**EMPLOYMENT STATUS: EDIC EMPLOYEE**

**DIVISION/DEPT: DIRECTORS OFFICE**

**POSTING DATE: 3/31/14**

*\*This job posting will remain posted for 10 working days until ( 4/11/14 ) before a hiring recommendation can be made.*

**SUMMARY:** Under direction of the Director, BRA/EDIC, or designee, handle critical issues within the Directors Office on both a day-to-day and long term basis. Work with the Director and senior leadership to identify priority initiatives. Assist with special projects identified by the Director and or the Chief of Staff.

Support the Chief of Staff on special projects undertaken by the Authority on city-wide initiatives. Ensure resolution of conflicts between overlapping initiatives.

Assist with special projects on behalf of the BRA and/or the Mayor's Office.

Attend, participate and contribute to meetings, both internal and external, with the Director and/or senior staff concerning Agency priorities. Serve as contact and liaison on Director's behalf, as determined by the Chief of Staff.

Coordinate city wide priorities and projects on behalf of the Authority. Organize follow-up and assist the Chief of Staff with implementation of initiatives or directives from meetings.

Create, organize and coordinate briefing materials and presentations for the Director and Chief of Staff.

Undertake special assignments; participate in working groups and cross-departmental teams to address matters of strategic importance.

Act as a liaison with other internal City Departments as assigned.

Develop and prepare materials for meetings and presentations.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelor's Degree in Political Science, Business Administration or other related field or equivalent, with a preference for a Master's Degree in Public Administration or other related field, plus several years of progressively responsible experience in government. Requires current knowledge of economic and legislative trends, and knowledge of the Boston area. Strong investigative and research skills are needed. Excellent oral, written and interpersonal communication skills are required.

**GRADE: 22**

**HIRING RANGE: \$65, 124.52 - \$81, 416. 83**

Submit resume to: **BOSTON REDEVELOPMENT AUTHORITY, HR**  
43 Hawkins Street, Boston, MA 02114

**E- Mail: [Hr.bra@boston.gov](mailto:Hr.bra@boston.gov)**

**BOSTON RESIDENCY IS REQUIRED ON THE DATE OF HIRE**

*Equal Opportunity Employer*