

Public Safety Program Assistant

Responsibilities: Conduct outreach and recruitment of organizations to enhance security services programs; Co-facilitate Safety Task Force meetings and record meeting notes/minutes, serve as editor of the Safety Task Force's newsletter, and communicate crime stat reports to Safety Task Forces; Provide technical support including maintenance/modifications to public safety websites, as well as assistance with security software (ISIS and Citrix); Assist with data analysis related to MassHousing developments; Attend evening/weekend events related to MassHousing programs, camps, and open houses; Help oversee summer internship application process, program scheduling, vendor coordination and evaluation, site visits, and overall event coordination; Assist overseeing youth employment programs, as well as the procurement process for technology and education programs targeting MassHousing residents; Assist with Public Safety budget recommendations and the coordination of surveys/evaluations related to safety and security needs; Serve as a liaison between Asset Management and TAP Management for related security training needs; Provide additional support to the Community Services group regarding their annual conference, regional meetings, Youth RAP Field Day, new initiatives, etc.

Qualifications: Bachelor's degree in criminal justice, education, urban planning/development or equivalent experience; 1-3 years' experience in a related business environment, including contract execution, reporting, invoicing, and proposal review; Experience with youth development, disabilities, health promotion, and/or community capacity building is preferred; Respect for and experience with culturally diverse populations required; Familiarity with assisted/mixed-income housing and a willingness to travel statewide; Proficiency with Microsoft Office and Google Maps and familiarity with Dreamweaver and PHP; Excellent organizational and communication skills; Ability to perform administrative tasks in a timely and accurate manner; Bilingual language skills highly desirable.

MassHousing offers competitive compensation as well as an attractive benefits package. Serious candidates should send a letter of interest and a resume to Human Resources, MassHousing, One Beacon Street, Boston, MA 02108, or fax to 617.624.9494, or email to jobs@masshousing.com.

