

BRA/EDIC EMPLOYMENT OPPORTUNITY**JOB POSTING****TITLE: SPECIAL ASSISTANT TO THE DIRECTOR
of JOBS & COMMUNITY SERVICES (JCS)****JOB POSTING #:** 4-10**POSTING DATE:** 2/4/10**EMPLOYMENT STATUS: EDIC Employee****DIV/DEPT: JOBS & COMMUNITY
SERVICES/ADMINISTRATION & MANAGEMENT***This posting will remain posted for at least 10 working days before
recommendation for hire can be made. (2/18/10)*

SUMMARY: Under the direction of the Director of Jobs and Community Services (hereafter "JCS Director"), assist the JCS Director in activities originating or coordinated from the JCS Director's office; serve as contact for other City officials and community groups on the JCS Director's behalf; assist in writing reports and informational literature. Coordinate public relations projects, events, activities and initiatives. Relieve the JCS Director of administrative detail.

Serve as contact and liaison on JCS Director's behalf for all levels of staff with departments within JCS, and/or the BRA, City officials, community groups and businesses providing information on activities, or ascertaining nature of problems reaching the JCS Director's office. Serve as liaison to JCS department heads. Expedite communication and workflow within JCS and between JCS and other BRA divisions and departments, and City agencies.

Coordinate public relations projects, events, and initiatives with relevant staff throughout JCS, the Agency and with other City of Boston agencies and staff as directed. Represent JCS Director with external governmental and business organizations as assigned. Coordinate activities with the BRA Public Information Officer and staff and/or with the Mayor's Press Office.

Write copy for a range of uses, including brochures, website updates, briefings, and reports. Manage JCS publications including proofreading, editing and design. Research and write special reports, etc. In consultation with senior staff, develop and prepare materials for internal and external meetings and presentations. Proofread and edit materials for completeness and accuracy.

Handle JCS Director's correspondence, research issues and where appropriate, prepare responses for JCS Director's signature and/or refer correspondence to staff for resolution. Screen and edit all correspondence prepared by staff for JCS Director's signature. Manage correspondence control system to ensure that all time and issue sensitive correspondence is answered promptly. Ensure accurate distribution lists are maintained for the dissemination of information, correspondence, etc.

Manage JCS Directors schedule. Coordinate a variety of meetings and coordinate briefings and attendance. Schedule conference rooms and prepare meetings as necessary. Greet meeting participants.

Organize and attend Senior staff meetings

May screen and handle or route telephone calls; maintain phone log. Respond to JCS Director's telephone calls, research and resolve issues; refer calls to staff when appropriate; and refer priority calls directly to JCS Director.

Undertake special projects as assigned by the JCS Director and anticipate and follow through on JCS Director's needs.

Maintain the JCS website in conjunction with the MIS division including interfacing with all JCS departments to ensure continuous up to date information and accuracy.

Perform other related duties as required.

QUALIFICATIONS: Requires a Bachelor's Degree in Public Policy, Political Science, Human Services, Communications/Public Relations, related field or equivalent plus 5-7 years of professional work experience. Must have strong writing and computer software skills with demonstrated ability to design and produce high quality written materials. Also requires excellent oral, interpersonal and written communication skills. Strong organizational skills are needed. Must have familiarity with office management and communications. Must be able to screen phones appropriately. Critical thinking and problem solving skills are required. Familiarity with Boston's neighborhoods is highly desirable.

GRADE: 18**HIRING RANGE: \$48,984.09 - \$58,885.13****To apply:**

Submit resume/cover letter to:
BOSTON REDEVELOPMENT AUTHORITY, HR
43 Hawkins Street, Boston MA 02114.
E-Mail: Hr.bra@cityof Boston.gov
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BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.