

## Boston Housing Authority Employment Opportunity

Position: Resident Capacity Program Coordinator

Grade: 9

Unit: Exempt

Starting Salary: \$61,353.92

Posting Date: Wednesday, October 19, 2022

Application Deadline: Wednesday, **November 9, 2022**

**Application Procedure:** Please submit a cover letter and resume detailing your qualification. No phone calls or letters. **Deadline: Wednesday, November 9, 2022.** Send your information to: [jobs@bostonhousing.org](mailto:jobs@bostonhousing.org). Please be sure to identify the position you are applying for.

**About Us:** Boston Housing Authority (BHA) provides quality affordable housing for low-income families and individuals through the public housing and Section 8 rental assistance programs. BHA serves more than 58,000 of Boston's most vulnerable residents — including elderly, disabled, children and low-income families from a broad range of backgrounds and experiences

We foster vital communities that are essential to the city of Boston's economic diversity and way of life. As the largest housing provider in Boston, we bring stability, opportunity, and peace of mind not only to the thousands of low-income families we support, but to the city as a whole.

**About the Job:** The Resident Capacity Coordinator reports to the Resident Capacity Program Manager and will have primary responsibility to coordinate and implement BHA's resident capacity-building initiatives across the public housing and

Section 8 portfolios. The Coordinator will provide Local Tenant Organizations (LTO) with technical assistance to support tenant participation and comply with the Tenant Participation Fund mandates. The Coordinator also provides and/or coordinates broader community trainings and leadership development activities. In addition, the Coordinator collaborates with the Resident Empowerment Coalition, a group of BHA resident leaders and local advocacy organizations that seeks to

build the capacity of resident organizations representing BHA public housing and BHA Section 8 residents. Weekend and evening hours may be required.

**Essential Duties & Responsibilities:**

- Identify priority initiatives for resident capacity-building and participation.
- Coordinate Local Tenant Organization elections, including planning activities and finding vendors.
- Work collaboratively with the BHA Resident Empowerment Coalition to support the goal of enhancing resident participation and BHA's relationship with its resident community.
- Assess the need for specific training, leadership development, mediation or other related activities; conduct and/or coordinate training and leadership development.
- Assist CCECR and other BHA departments in engaging residents on various policy and program initiatives.
- Coordination and liaison for BHA's annual Unity Days, and other resident and community building events.
- Perform other related duties as required.

**Minimum Qualifications:**

A Bachelor's Degree in social work, public policy or a related field is required. Five years experience in community organizing and/or low-income housing community-based initiatives required and at least one year in a supervisory capacity. Familiarity with the BHA resident population required. Familiarity with public housing regulatory environment preferred. Excellent verbal and written communication skills are essential. Must be proficient in Microsoft Office Suite. Strong interpersonal skills and consensus building skills required. Must exercise good judgment. Ability to represent BHA and residents in a productive, mutually beneficial and flexible manner is critical. Bilingual Spanish preferred.

**BHA BENEFITS:** BHA's generous benefits package includes 13 paid Holidays, 3 Personal Days, 2 week of vacation, 3 weeks of paid sick leave, participation in the City's pension plan, and healthcare through the Commonwealth, and much more.

**Equal Opportunity Employer**  
**Bilingual candidates are encouraged to apply**