



**CITY OF CHELSEA, MA**  
**Human Resources Department**

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150  
Phone: 617.466.4170 · Fax: 617.466.4175

## **HOUSING & COMMUNITY PRESERVATION COORDINATOR**

(Grant Funded)

Housing & Community Development

UNION AFFILIATION: USWA/ PAY GRADE: 8

Annual Salary Range: \$54,957.62 - \$68,861.64

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### **POSITION SUMMARY**

As a function of the City's strategic housing plan, the housing coordinator will assist with various facets of housing and community preservation through planning and coordinating directives related to housing enhancement, preservation, and creation. The purpose of this position is to perform responsible professional and administrative work in support of the City's the Affordable Housing Trust Fund, and the Community Preservation Committee. The Housing Coordinator directly coordinates the implementation of programs under the purview of these boards and assists the Department of Housing & Community Development with carrying out the City's housing agenda. Position coordinates efforts to responsively meet professional, administrative, and technical needs in an inclusive and collaborative manner. The position is responsible for the effective and timely completion of assigned responsibilities to ensure project completion, quality, and integrity. This position is funded through the Community Preservation Committee and Affordable Housing Trust Fund.

### **ESSENTIAL FUNCTIONS**

- Provide administrative support services for the Community Preservation Committee and Affordable Housing Trust Fund Board.
- Under the oversight of the Director, coordinate administrative, planning, and program implementation activities of the Affordable Housing Trust Fund and Community Preservation Committee.
- Under the oversight of the Director and, as applicable, the Community Preservation Committee and Affordable Housing Trust Fund Board, contribute to the implementation of housing program.
- Assist the Department in effectuating the City's housing agenda as it relates to planning, program coordination, budgeting, reporting, civic engagement, and the provision of information to boards, commissions, agencies, and residents.
- Provide reports and updates to the City Manager, Department, and boards on project scope, schedule, budget, stakeholder coordination, and obstacles.

- Prepare support materials for Board and Committee and community meetings, as needed. Attend meetings, prepares minutes, and facilitates discussion.
- Respond to questions and requests for information from the public and other City departments.
- As designated, represent the Department by attending meetings, conferences, and professional development opportunities involving local, state, and regional stakeholders.
- Other duties, as assigned.

## **QUALIFICATIONS**

### **Education and Experience**

- BS/BA degree preferred in the area of planning, policy, public administration, or a related field.
- Two years' experience in responsible position related to municipal government, housing, planning and development, community development, and/or project management.

### **Skills, Knowledge & Abilities**

- Negotiation, problem resolution, and interpersonal skills demonstrated through similar experience. Very good communications skills.
- Ability to effectively engage and interact with general citizenry and a diverse range of stakeholders.
- Working knowledge of city and housing planning principles and practices.
- Working knowledge of the functions of municipal government, local bylaws, rules and regulations.
- Knowledge of the roles of the Community Preservation Act and Affordable Housing Trust Fund.
- Ability to communicate clearly and accurately, including ability to communicate complex information in a simple fashion.
- Ability to interact with the public in a courteous and tactful manner.
- Aptitude for an attention to details, organization, and accuracy.
- Must be ambulatory and have transportation for any site activity requirements. Bilingual (English and Spanish) helpful.

**To apply, email your application and/or resume to [jobs@chelseama.gov](mailto:jobs@chelseama.gov) or send to Human Resources, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150.**

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