City of Malden Job Opportunity
PLEASE POST

Position: Administrator – Part Time

Department: Community Preservation Committee (CPC)

Starting Salary: $25 per hour

Work Hours: Varied, as needed, not to exceed 15 hours per week

Responsibilities: Position to support the Malden Community Preservation Committee in the Committee’s role in evaluating information for funding applications, preparing reports, and implementing the Committee’s goals and policies. The CPC Administrator will monitor and direct questions from the public as to Community Preservation Act (CPA) funding applications to the Committee, copy and distribute documentation to CPC members, monitor key dates for applicants and the Committee regarding applications and “work in progress” projects as well as assist Committee Treasurer with invoicing for the CPA for projects.

The CPC Administrator will provide all critical documentation to the Committee regarding all requests and documentation from the public. The CPC Administrator will also work with the City Clerk in responding to all requests from the public for information and documentation, as required by state law.

Under the direction of CPC Chair and/or Vice Chair, the CPC Administrator will attend all CPC meetings and be responsible for the accurate taking and distribution of meeting minutes and other documentation per City regulations, posting notices and agendas of meetings and public hearings along with distribution of materials to pertinent parties, organizing and maintaining CPC records and project files and gathering all documentation required by the CPC to assist in deliberations.

In addition to preparing for CPC meetings, the CPC Administrator will be asked to monitor other City meetings and arrange to have CPC personnel attend other City of Malden meetings if necessary, prepare and distribute press releases on CPA projects and follow up with press to arrange interviews, prepare and distribute memos to other City boards as needed.

The CPC Administrator will also manage the website and social media presence of the Malden CPC. Social media posting strategies will be reviewed by the committee for accuracy and relevance.

Other tasks and other related work as required or as assigned by the CPC.
The CPC Administrator will work at the assigned onsite space and provide a status report to the Chair and/or Vice Chair weekly.

**Qualifications:**

Associate Degree in Business Administration is required. Bachelor degree in Business Administration, Environmental Studies, Urban Planning, Historical Preservation or a degree in a related field preferred. Should have two (2) years of advanced business or administrative training and three (3) years of relevant work experience or an equivalent combination of education and experience. Knowledge of CPA, policies and programs and City Administration operations would be extremely helpful. Excellent computer skills with strong working knowledge of Microsoft Office and Google Docs. Proficient in social media, including Twitter, Facebook, and Instagram. Must have strong communication skills, both verbal and written, customer service skills along with a working knowledge of office management principles and practices. Must be able to work independently, multi task, meet deadlines, pay careful attention to detail despite interruptions and maintain confidential information.

**To Apply:**

Interested candidates should apply by submitting a cover letter and resume to: Director of Human Resources, maldenhr@cityofmalden.org. Position to remain open until filled.

Selected candidate will need to submit to a Criminal Offenders Records Information report (CORI) background check and pre-employment drug screening.

*The City of Malden is an Equal Opportunity Employer*