



Housing and services strategies *that work for people.*

Position Title: Project Coordinator

Salary Range: \$75,000 - \$95,000

Work Hours: Full time position.

Location: Boston, MA preferred; Remote possible

Equity and Inclusion Statement:

The Technical Assistance Collaborative, Inc. (TAC) is proud to be an equal opportunity workplace and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Please visit TAC's [Racial Equity Statement](#) to see TAC's demonstrated commitment.

About TAC

TAC is a national organization that drives policy and systems solutions for the human services, health care, homelessness, and affordable housing challenges facing our country. Since 1992, TAC's core mission has been to achieve sustainable public sector systems change through the development and implementation of evidence-based and promising approaches, and by addressing disparities, in behavioral health, human services, and affordable and permanent supportive housing. For over 30 years, TAC has provided policy leadership, technical assistance, and consultation to federal, state, and local government agencies and national policy, advocacy, philanthropic, and nonprofit organizations. TAC is a non-profit organization based in Boston with \$14 million in federal, state, and philanthropic contracts and awards, a staff of 45, and over 100 active independent subcontractors.

TAC staff brings together extensive public and nonprofit sector expertise in public behavioral health policy and systems, Medicaid, homelessness and affordable housing. TAC staff include people with prior experience working in government and direct services, as well as, people living with disabilities and who have lived homeless experience. TAC staff are professional, innovative, creative, flexible, committed to equity and able to work with a broad range of clients and stakeholders. TAC's work is improved by the diversity of our staff and we continuously seek to increase this diversity. For more information, visit www.tacinc.org

Position Description:

The Project Coordinator will report to the Executive Director and support internal and external projects as needed. The Project Coordinator should be a "doer," results driven, and have a combination of management, interpersonal, and communication skills. While this job is oriented to supporting agency operational needs, the ideal candidate will also possess experience in behavioral health and/or homeless services in order to most effectively perform the job. Administrative coordination activities may include: follow-up to tasks stemming from staff meetings; participation in developing and implementing agency

policies and procedures; and supporting internal and external communications. Subject matter assignments may include: researching and organizing information related to behavioral health, Medicaid, and homelessness for client-related projects; business and proposal development; and attending internal and external meetings on behalf of the Executive Director. This position will frequently work across teams to support a range of activities including administrative and logistical support, internal and external communication, and material development. This position requires a high level of professionalism and confidentiality.

General Responsibilities

- The Project Coordinator provides comprehensive support to the Executive Director and agency Directors through the performance of a variety of administrative tasks.
- Assists the Executive Director and agency Directors on implementation of agency operations, policies, and practices.
- Develops and maintains effective relationships with agency staff, senior leadership, and stakeholders on all projects.
- Prepares reports, communications, and presentations in coordination with, and in support of, Executive Director and senior staff.
- Follow-up on tasks and projects within the agency as assigned by the Executive Director.
- Support staff meetings and identify, communicate and follow-up on action steps from meetings.
- Communication and collaboration on projects/assignments involving multiple staff throughout the organization.
- Provides background research on topics related to behavioral health, Medicaid, homelessness and affordable housing policy and programs to support agency projects and speaking engagements.
- Search for business development opportunities through government agencies, national associations, and philanthropy.
- Coordinates, organizes, and submits agency business proposals.
- Schedule and attend Board of Director quarterly meetings and record minutes.
- Able to maintain a high level of integrity and discretion in handling confidential information.

Qualifications

- Bachelor's degree (Degree in social work, psychology, public health, urban planning, or related health profession preferred). Work or lived experience in behavioral health and/or homelessness may substitute for Bachelor's degree.
- Experience in leading and implementing agency-wide projects that improve business operations.
- Excellent interpersonal, communication and organizational skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Direct experience providing direct services to people with behavioral health conditions and/or people experiencing homelessness, including an awareness of systems.
- Understanding of the racial disparities of systems of care and impact on communities, and a commitment to equity and the promotion of policies and practices that address disparities
- Must be able to work well in a team environment.
- Strong analytical and problem-solving skills.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Knowledge of MS Office products, Google Suite, and other software to support project management.
- Flexibility and ability/willingness to travel within the U.S.

How to Apply

Send cover letter, resume, and three references to Tia Maurisette at tmaurisette@tacinc.org by November 3, 2023. People with disabilities, Veterans and individuals with lived experience of homelessness are strongly encouraged to apply. Actual salary commensurate with experience.