



*Housing and services strategies that work for people.*

## **Grant Administrator & Project Support Assistant – Children’s Behavioral Health**

**Position Title:** Grant Administrator & Project Support Assistant

**Focus Area:** Children’s Behavioral Health

**Work Hours:** M-F; 9:00 am to 5:00 pm ET. Full time position.

**Salary Range:** \$75,000 – \$95,000

**Location:** Boston, Massachusetts/Hybrid Remote

### **Equity & Inclusion at TAC**

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**

The Technical Assistance Collaborative (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 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

15 COURT SQUARE  
11<sup>th</sup> FLOOR  
BOSTON, MA 02108

**TEL/TTY** 617 226 5657  
**FAX** 617 266 4343  
**WEB** [www.tacinc.org](http://www.tacinc.org)

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](http://www.tacinc.org).

## Position Description

This position will support implementation of a contract to support Massachusetts' Medicaid Children's Behavioral Health Initiative (CBHI). Specifically, the grant administrator and project support assistant will work in close coordination with MassHealth, TAC's CBHI Project Manager and Project Director, and TAC business office staff to manage and effectively administer a time-limited, federally-funded grant initiative that will provide funding to families and caregivers of youth receiving CBHI services to support and maintain youth within the community. This position will also support other project-related tasks and administrative functions to support CBHI's overall provider training and quality improvement efforts.

## Responsibilities

- Work collaboratively to define eligible uses of grant funds in accordance with applicable federal guidelines, and to develop a standardized grant application.
- Develop marketing materials, promote grant program, and provide continued assistance and guidance to eligible providers and caregivers.
- Issue award letters and disburse funding to eligible providers and caregivers.
- Track expenditures and ensure appropriate use of funds through development and submission of quarterly spending reports.
- Provide regular status updates on grant program to MassHealth and participate in cross-systems meetings related to the program as required.
- Evaluate the impact of grant funding through electronic surveys and other methods.
- Develop and submit a final summary report of the grant program.
- Provide general project support for TAC's CBHI contract and other TAC projects as assigned, including logistics planning and management for on-site and remote meetings (materials, RSVPs, catering, lodging, travel, etc.)
- Assist with contract compliance, budget and subcontractor management and monitoring, and completion of project reports and other deliverables as assigned.
- Assist in researching, analyzing, and summarizing data and information to support project work.
- Provide technical support for web-based meetings and trainings facilitated by consultants.
- Collaborate and maintain relationships with state agency client and other partners such as behavioral health providers, subcontractors, and other key stakeholders.
- Perform all assigned duties on time and within budget, as directed by appropriate TAC staff.



## Qualifications

- Bachelor's degree in business, social work or related field preferred. Additional work or lived experience may substitute for Bachelor's and work experience.
- Demonstrated experience managing grant-related activities and budgets.
- Experience overseeing sub-recipient and subcontractor agreements, invoices, and relationships.
- Experience providing project-based and administrative support to management.
- Professional, highly organized, and attentive to detail
- Proficient in Microsoft Office Suite (i.e., Microsoft Excel, Word, PowerPoint)
- Knowledgeable of webinar platforms such as Zoom
- Positive team player willing to jump in and handle multiple tasks
- Strong interpersonal, problem-solving and communication skills
- Demonstrated writing skills and an ability to balance competing timelines
- Sensitivity to the issues and challenges confronting people with disabilities and people experiencing homelessness
- Ethical and culturally competent
- Ability to ensure confidentiality of sensitive information
- Flexibility to travel within state to project-related meetings and trainings as needed.

Please submit resume and cover letter (**required**) to Tia Maurissette, Human Resources Manager at [tmaurissette@tacinc.org](mailto:tmaurissette@tacinc.org) by **February 2, 2024**.



