

Agency: Massachusetts State Ethics Commission

Position Title: Program Coordinator

Salary Range: \$50,000.00 to \$65,000.00 Annually

The mission of the State Ethics Commission is to foster integrity in public service in state, county and local government, to promote the public's trust and confidence in that service and to prevent conflicts between private interests and public duties. We strive to accomplish this mission by conducting ongoing educational programs, providing clear and timely advice, and fairly and impartially interpreting and enforcing the conflict of interest and financial disclosure laws.

Duties:

The State Ethics Commission seeks a candidate for the full-time position of Program Coordinator. Working closely with the Chief of the Public Education and Communications Division and the Public Information and Communications Officer, the Program Coordinator will support the programs and activities of the Public Education and Communications Division, by:

- Scheduling conflict of interest law training seminars; conducting outreach to increase participation in the Commission's training seminars; and providing end user support for conflict of interest law online training programs.
- Receiving conflict of interest law summary acknowledgments and online training program completion certificates from public officials.
- Working with municipalities and independent municipal agencies to designate liaisons to the Commission, and to develop conflict of interest law-related educational materials for those liaisons.
- Working with municipal liaisons to identify and maintain up-to-date lists of special municipal employee positions, and to ensure compliance by municipalities and independent municipal agencies with conflict of interest law education requirements.
- Supporting the Public Education and Communications Division Chief and Public Information Officer in developing and inputting periodic updates into new online training programs and supplementary training videos.
- Supporting the Public Information Officer in drafting Commission meeting minutes.
- Collecting and reporting Public Education and Communications Division metrics.
- Providing support to the Public Information Officer in updating Commission website content.
- Performing other assigned duties.

The Program Coordinator will also provide administrative support to the Executive Director.

The State Ethics Commission is required by law to observe strict confidentiality requirements. The Program Coordinator must understand and comply with all confidentiality restrictions applicable to Commission employees.

Qualifications:

A bachelor's degree, preferably in communications, education, journalism, political science, government, or another related field is required. The successful candidate must have outstanding written and oral communications skills. Also required is the ability to learn new systems, work independently and as part of a team, and the ability to multi-task and to meet deadlines. High-Level Proficiency with Microsoft Office products is required. Knowledge of and proficiency with learning management systems and/or video production is desired.

Preferred Qualifications:

Experience working for a government agency and knowledge of, and familiarity with, Massachusetts state and local government is desired, but not required.

Comments:

This position is funded from the Commonwealth's annual operating budget and is subject to appropriation.

How to Apply:

Persons interested in being considered for this position should submit a cover letter and resume in confidence to David A. Wilson, Executive Director, at resume@mass.gov by September 6, 2019. Resumes submitted without a cover letter will not be considered.

This position has also been posted on the MassCareers Job Opportunities website at: <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=19000664&tz=GMT-04%3A00&tzname=>

The State Ethics Commission is an Equal Opportunity Employer.

Date Posted: August 1, 2019