



POSITION DESCRIPTION:

Program and Research Director

Massachusetts Commission on the Status of Women

REPORTS TO: Executive Director

Position Type: This is a management level position- CSWM07

Primary Location: 1 Ashburton Place, Boston, MA

About this role:

The MCSW is a State-established body charged with reviewing the status of women in Massachusetts and offering recommendations regarding policy that would improve access to opportunities and equality.

The Program and Research Director role strategizes and organizes events and initiatives that help the commission gather data, testimonials, and statistics that presents the status of women and girls in Massachusetts.

MCSW is An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Requirements:

- 5-10 years of full-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration, or clinical management
- Bachelor's Degree, or equivalent experience
- Eagerness to fully commit to and demonstrate understanding of work related to racial equity, diversity, and inclusion.
- Demonstrated leadership abilities and personal characteristics for working effectively with a diverse body of stakeholders.
- Strong written and presentation skills
- Computer Skills in Microsoft Suite, Microsoft Teams, Sharepoint, and other online platforms.
- A flexible visionary who can make decisions boldly
- Demonstrate initiative and perseverance when completing tasks
- Effective communicator, active listener, and respectful people manager
- Strong planning, research and organizational skills, and research information affecting a broad range of substantive topics.
- Skilled in the areas of process improvement and strategic planning, systems dynamics, and systems re-engineering.
- Exhibit effective cross-cultural communication skills
- Ability to manage conflict to move individuals and groups toward positive change
- Coaching and mentoring experience with the ability to empower and advocate.

Preferred Qualifications

- Substantive knowledge and experience in the area of women's advancement are preferred.

Roles and Responsibilities

- Collaborate with the Program and Planning (P&P) Committee to develop diverse and wide-ranging opportunities to gather quantitative and qualitative data on the status, challenges, and needs of women and girls in the Commonwealth.
- Liaison to Program and Planning Committee.
- Support the Committee with the creation of agendas and minutes to track projects and outcomes.
- Expand opportunities for gathering data in addition to state-wide public hearings, including community listening sessions, that aim to elevate the voices of women and girls who have diverse lived experiences.
- This role will work with a Research Specialist (intern position) to innovative and transform public policy through collaborations with academic institutions, policy centers, research centers, as well as with organizations that function as a think tank for topics impacting women and girls.
- In collaboration with the Program and Planning Committee, oversee the drafting of reports that distill survey and public hearing data to inform policy recommendations to executive and legislative branches of government.
- Oversee work of Marketing and Events Coordinator to publish and promote Commission reports and policy recommendations to enhance the engagement of external partners
- Collaborate with the Legislative & Public Policy (LPP) Committee/Chair to use the reports to inform the Commission's legislative and public policy agenda.
- Closely collaborate with the Legislative & Public Policy Committee/Chair to contribute to the development of the Commission's Legislative Agenda, oversee work of Research Specialist who is responsible for drafting white papers that focus on policy content to raise awareness and garner public support for bills.
- Work closely with the chairs of LPP and P&P to create agendas, work plans, and dashboards to streamline communication and efficacy of projects/initiatives

SALARY AND BENEFITS: \$80,000 - \$85,000 salary commensurate with experience. Comprehensive benefit package and flexible. Remote friendly position.

TO APPLY:

- All applicants should attach a cover letter and resume to their online submission for this position.
- Email cover letter and resume to Executive Director, Yarice.Hidalgo@mass.gov
- Please include the following subject line: Program and Research Director Applicant.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

***MCSW is proud to be an equal opportunity employer, and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.*

****MCSW embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible.*