



**POSITION DESCRIPTION:**  
**Regional Commissions 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 Regional Commissions Director supports all regional commissions to gather data, set regional priorities, help choose the legislative priorities that all regions will collectively support, and promote their work and accomplishments.

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 demonstrated 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 as well as online platforms such as Zoom.
- A flexible visionary who is able to 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 be able to 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.
- Multilingual skills preferred, such as: Mandarin, Portuguese, or Spanish.

**Responsibilities**

- Primary Liaison to Regional Commissions through collaboration with Regional Commissions Committee
- Main Liaison to Girls Initiative convening in collaboration with the Program and Research Director
- Cultivate and strengthen engagement between work of regional commissions and work of state commission
- Collaborate closely with the Regional Commissions Committee to develop programs to strengthen their role in their communities, focusing on elevating voices of a diverse cross-section of women and girls.
- Meet with all regional commissions at a minimum every quarter to gather the public policy priorities per region, in addition to sharing the state commission's legislative and policy agenda and coordinating advocacy strategy.
- In collaboration with Regional Commissions and Program and Planning Committees, help develop content for regional commission hearings and bi-annual Commonwealth-wide Regional Commission convenings.
- Oversee the coordination and collection of all necessary documentation to meet the compliance of all regional commissions
- Attend Program & Planning Committee meetings to properly incorporate and include regional commissioners in projects/initiatives when possible
- Maintain a dynamic and consolidated technological platform to which all Regional Commissioners have access.

**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](mailto:Yarice.Hidalgo@mass.gov)
- Please include the following subject line: Regional Commissions Director Applicant.

**SALARY AND BENEFITS:** \$70,000 - \$75,000 salary commensurate with experience. Comprehensive benefits package and flexible. Remote-friendly position.

*\*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. 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.*