



**POSITION DESCRIPTION:**  
**Program and Research Director**  
**Massachusetts Commission on the Status of Women**

**REPORTS TO: Executive Director**

Classification: MVI

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 present the status of women and girls in Massachusetts.

**Requirements:**

- MCSW is An Equal Opportunity / Affirmative Action Employer. Women, minorities, veterans, and persons with disabilities are strongly encouraged to apply.
- 5-10 years of full-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management
- Bachelor's Degree, or equivalent experience
  - *Substantive knowledge and experience in the area of women's advancement are preferred.*
- 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 online platforms such as Zoom.
- 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.

**Roles and Responsibilities**

- Collaborate with the Program and Planning 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.
- Staff Liaison to Legislative & Public Policy 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.
- Develops and stewards relationships with legislators, partner organizations, and individuals.
- 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.
- Collaborate with the Legislative & Public Policy 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 the 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 chair of Legislative & Public Policy to create agendas, work plans, and dashboards to streamline communication and efficacy of projects/initiatives
- Respond to policy issues identified by the Commission and executive staff as well as high-level state officials, other interested parties and the general public.
- Works closely with colleagues on MCSW projects.

**TO APPLY:**

- All applicants should attach a cover letter and resume to their online submission for this position.
- Email cover letter and resume to Interim Executive Director, [Shaitia.Spruell@mass.gov](mailto:Shaitia.Spruell@mass.gov).
- Please include the following subject line: Program and Research Director Applicant.
- First consideration given to applications received by May 13th, 2022.

**SALARY AND BENEFITS:** \$94,301.09 to \$108,670.86 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, 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.*