



EMPLOYMENT OPPORTUNITY

DEPARTMENT: Land Use Department

Job Vacancy Posting Date: 02/04/24

Job Title: **Housing and Grant Administrator**

Dual Grade & Step: 9 hrs Grade C-Step 1 & 9.5 hrs Grade F-Step 1

The Town of Townsend seeks qualified applicants for the position listed above, working 18.5 hours per week (9 hours Housing Administration and 9.5 hours Grant Administration) = \$24,730.68 annually

☐

Exempt

☒

Non-Exempt

☐

Benefited

☒

Non-Benefited

☒

Non-Union

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Union: _____

Main Duties include:

The Housing and Grant Administrator oversees, coordinates, and is responsible for the reporting and management of grants received by the municipality, and also acts as administrative support for both the Townsend Housing Authority Board and the Townsend Affordable Housing Trust. The Grant Administrator supports Boards, Committees, Departments and/or the Town Administrator through administrative oversight of grant funding.

Please see Job Description for full list of Essential Functions.

Minimum Qualifications include:

Bachelor's Degree in Business or Human Services, or related field, and one to two years of relevant grant writing and administration experience preferred. A valid Massachusetts Driver's License is required.

Please see Job Description for details regarding preferred knowledge, ability, and skills.

Candidate must also pass:

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Pre-employment physical (+ drug/alcohol screen)

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CORI background check

The full Job Description and the Townsend Employment Application may be found at www.townsendma.gov/human-resources. Submit your Employment Application to: Jessica Consolvo, Land Use Coordinator, via email to: jconsolvo@townsendma.gov or via mail or in person to: Town of Townsend, Town Hall, Att: Jessica Consolvo: 272 Main Street, Townsend, MA 02469.

Applications will be accepted ☒ until the position is filled, OR ☐ until: _____.

The TOWN OF TOWNSEND does not discriminate in the selection, hiring, appointment, volunteerism, or employment of any individual on the basis of race, color, religious creed, national origin, disability, gender identification, veteran status, ethnicity, appearance, or age.