

## Special Assistant to the Executive Director

March 2025



[Housing Navigator Massachusetts, Inc.](#) develops technology that promotes housing equity and data that brings transparency to affordable housing throughout Massachusetts. We are a 501(c)(3) founded in 2019.

Our first-in-Massachusetts product– a simplified, user-focused housing search tool –launched in August 2021 and is now the #1 affordable housing search tool in the state. Over 100,000 people accessed the site in the first year. We are constantly enhancing our service, hosting more users (now 35,000+/month), adding listings, and working to improve access to affordable housing at a systemic level. We partner with the public sector, housing owners, housing advocates, and technology leaders. In addition to this role, our team includes 6 FTEs based in Cambridge, MA.

### Why This Job Is Important to Housing Navigator MA

Housing Navigator MA is embarking on its next growth phase, exploring and implementing new tech- and data-driven tools to expand housing access and equity. This role provides executive support to allow the organization to effectively and nimbly develop and implement these strategies.

### Position Summary

The Special Assistant is a key support staff member to the Executive Director (ED) and Chief Operating Officer (COO), facilitating the implementation of the organization's strategic vision. This opportunity would best suit someone with excellent organizational, communication, and problem-solving skills, detail orientation, and excitement for Housing Navigator MA's mission. This position is part time, anticipated for 2-3 days a week, during regular business hours.

### What you'll do

- Provide high-level administrative support to the Executive Director, including managing schedules, communications, and meeting preparation.
- Assist in the coordination and execution of strategic initiatives related to housing equity, technology development, and data transparency.
- Prepare and edit reports, presentations, and other documents as required by the Executive Director.
- Conduct research and gather relevant data on housing trends, policies, and technology innovations that support the organization's goals.
- Assist with managing employee benefits, including health insurance, retirement plans, and other perks, ensuring compliance with relevant laws.
- Manage special projects and initiatives, ensuring deadlines are met and tasks are completed efficiently.

- Liaise with key internal and external stakeholders, including government agencies, community partners, and industry leaders.
- Help ensure the Executive Director is prepared for meetings, speaking engagements, and other public-facing events by providing timely background information and briefing materials.
- Manage accounts payable and receivable, ensuring timely and accurate invoicing, payment processing, and vendor relations.
- Manage the reimbursement process for federal grants
- Manage fee invoices for developers, property owners and managers, including certificates
- Assist in the preparation of grant applications, reports to funders, and other organizational communications.
- Handle confidential information with discretion and professionalism.
- Participate in organization-wide efforts to improve internal processes and systems.

## Qualifications

- 5+ years of relevant experience in a fast-paced administrative or project management role, ideally within a nonprofit
- Excellent oral and written communication skills
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously
- BA or equivalent experience in a related field such as public policy, urban planning, finance, or data science
- Proven ability to work collaboratively in a team environment while managing independent tasks.
- A commitment to Housing Navigator of MA's mission and values of equity, accessibility, and transparency.

The following would be considered a plus for your candidacy though not required:

- Experience in a growing or startup environment
- Experience with the tools we now use: Google Workspace, Monday.com, Slack, Hubspot
- Familiarity with affordable housing development and understanding of housing equity challenges
- MBA or advanced degree

*If you're excited about this role and think you could be successful but your experience doesn't align with every qualification, we encourage you to still apply.*

Salary range: \$30-\$35/hr and 401k eligible, part-time without benefits.

Start date: Open until position is filled

We offer a hybrid work environment (two days a week in the office/three remote for FTEs). Our

offices in Kendall Square, Cambridge, MA are available to you but this position may be fully remote and may require certain days in office for staff meetings.

Housing Navigator MA is committed to a diverse, inclusive environment in housing and its contracting. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**To apply, email [jobs@housingnavigatorma.org](mailto:jobs@housingnavigatorma.org) with your resume and additionally let us know why you're excited about the role & what makes you a good fit. Please indicate in the subject line that you're applying for the Special Assistant to the Executive Director position.**