



PROJECT ASSOCIATE

Department: Diversity, Equity &
Inclusion/Compliance
Unit: 5140

Level: 5, Non-Exempt
Supervisor's Title: Director, Diversity,
Equity & Inclusion/Compliance

ESSENTIAL TASKS OF THE JOB:

Assists with meeting the reporting and monitoring requirements of the Authority's Nondiscrimination/Title VI and Americans with Disabilities Act (ADA) Programs.

1. Provides assistance with compiling and verifying, documents and data to support proper recordkeeping and internal and external reporting, particularly with regard to the timely filing of required report submittals to the Federal Aviation Administration.
2. Prepares, revises, and proofreads documents, manuals, reports, and associated paperwork, as well as confidential letters and memoranda.
3. Manages maintenance of files which include correspondence and reports.
4. Conducts department Title VI and ADA Massport Facility site visits to ensure compliance and document site visits.
5. Provides support and coordination for all investigations (e.g. external, internal employee matters); including intake and notetaking.
6. Coordinates informational briefings and seminars for internal and/or external stakeholders.
7. Assists with Title VI and ADA department on-site audits.

Assists with the implementation, coordination and support for Massport's Workforce Diversity Business Plan initiatives.

1. Assist with logistical coordination for Diversity programs/events, initiatives, workshops and seminars.
2. Assist with referral and selection electronic document management.

Assists with Massport's Supplier Diversity Procurement Program monitoring.

1. Supports the monitoring of certified diverse participation and compliance relating to Massport's non-federally and federally funded supplier diversity (goods and services) procurements and contracts.
2. Researches and compiles statistical analysis of availability data and utilization trends for establishing diverse goals.
3. Assists unit staff with requesting vendor, contractor and consultant required reports in accordance with department procedures.
4. Assists in the review, approval, processing, execution, and recordkeeping of contracts monitored by department.

Secondary Job Tasks:

Performs administrative support/duties for the Diversity, Equity & Inclusion Unit.

Assists Diversity, Equity and Inclusion/Compliance Department, as assigned.

Serves as participant in Massport's procurement evaluation committee.

Responds to Freedom of Information and Diversity/Compliance inquiries/matters.

Researches and benchmarks successful diversity programs in the private and public sector.

JOB REQUIREMENTS AND QUALIFICATIONS:Education

Associate's degree or equivalent educational and professional experience required.

Experience

1-3 years' office administration experience in a business environment with strong communications skills preferred. Recent graduates will be considered.

UNIQUE EXPERTISE/CERTIFICATIONS/REQUIREMENTS

1. Detail oriented and demonstrated ability to create and ensure accurate reports.
2. Demonstrated use of initiative.
3. Excellent written and oral communication skills.
4. Current and valid Driver's license required.
5. Commitment to diversity programs.
7. Proficiency with Microsoft Office suite applications, including Excel, Word, Outlook, and PowerPoint
8. Ability to maintain confidentiality in all assignments.
9. Ability to pass a Massport controlled substances test and security background check.

ENVIRONMENTAL PARAMETERS:

Ability to work in the office, and at all of Massport's facilities: an airport environment with conditions which may include: fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65-100; at an altitude of 155 ft; and requiring the need to ascend and descend stairs (and ladders in emergency situations).

Physical Demands:

Strength: Ability to exert up to 10 pounds of force occasionally to lift, carry, push, pull, or otherwise move an object.

Type: Ability to express or exchange ideas by means of spoken word; perceive the nature of sounds; and demonstrate clarity of vision at 20 inches or less. Work involves sitting most of the time, but may involve standing or walking for brief periods of time.

WORK SCHEDULE: Ability to work a 37.5-hour workweek. Ability to work additional hours as workload demands. Willingness to work flexible hours and/or for occasional weekend or evening meetings and events. Ability to travel local as needed. Remote work; 2 days home/3 days in office.

EQUIPMENT USED: Telephone, photocopier, fax, computer, laptop, IPAD, printer, calculator, and other MPA equipment.