



Massachusetts School Building Authority

Capital Planning Assistant (Co-op)

The Massachusetts School Building Authority (“MSBA”) is a quasi-independent government authority created to reform the process of funding capital improvement projects in the Commonwealth’s public schools. The MSBA strives to partner with local communities to create affordable, sustainable, and energy efficient schools across Massachusetts. The MSBA is pleased to provide a Co-Op opportunity to help candidates learn about the grant program and the building and construction industry. We are seeking a Capital Planning Assistant to provide a great opportunity to learn and gain skills on the administration and implementation of a grant program that supports over \$1 billion dollars annually in school construction.

Candidates can expect to be challenged by their assigned projects, connect with other MSBA departments, feel valued by the MSBA community, while gaining experience and exposure to office management, internal and external communication, budget, schedule and accounting principles, and Massachusetts procurement and bidding laws. Not only will the selected candidate learn about their day to day tasks through their specific work assignments, but they will have exposure to our organizational leaders and their teams through a series of internal Capital Planning trainings and meetings. A Co-Op position at the MSBA provides exposure to a range of owner’s project manager, design, construction and commissioning firms actively engaged in publicly funded school projects. Most Co-Ops move on to job opportunities within the industry and even return to MSBA when there is an open opportunity.

The **Capital Planning Assistant** (Co-op) is a full-time opportunity (up to six months) that will temporarily provide support and assistance to the Directors of Capital Planning, Project Managers and Architects for Massachusetts public school construction projects.

Responsibilities include facilitating internal and external meetings, preparation of reports and presentations, document management and supporting front-desk management. The individual will also assist in information gathering and maintaining databases associated with contact management, website information, cost- tracking, and capital project status as well as potentially attending site visits. Interested candidates should possess basic knowledge of and/or previous experience in office administration and calendar management.

Minimum Qualifications:

- Associates Degree, or enrolled or recent graduate with a Bachelor’s degree.
- Legally eligible to work in the U.S.

Preferred Qualifications:

- Prior internship or office-based administrative work experience
- Working knowledge of MS Word, Excel, and PowerPoint
- Outstanding verbal and written communication skills with excellent attention to detail
- Ability to succeed in a fast-paced environment with multiple, competing priorities
- Ability to deliver results with limited direction and guidance and on tight deadlines; a self-starter
- Highly motivated and energetic
- Strong work ethic and tenacity

Qualified and Interested?

Please email your resume and cover letter to hr@massschoolbuildings.org. For more information and learn more of what we do, please visit the www.massschoolbuildings.org.