



Risk Management Assistant

The Massachusetts Municipal Association (MMA) and the Massachusetts Interlocal Insurance Association (MIIA) is seeking a Risk Management Assistant to join the risk management team.

About the MMA: The nonpartisan Massachusetts Municipal Association (MMA) is the recognized voice of local government across the state, advancing cities and towns as centers of excellence in our economy and society. The MMA provides high-impact services to its member cities and towns statewide, including advocacy, policy research and analysis, multi-faceted education and training, multi-platform publications and nationally recognized municipal service programs. As a membership organization, the MMA works to advance the interests of all cities and towns, uniting local leaders to promote local government policies and programs that build strong communities.

About the MIIA: The Massachusetts Interlocal Insurance Association (MIIA) provides property, liability, workers compensation, and group health insurance to cities and towns in Massachusetts. MIIA is a non-profit organization and subsidiary of MMA.

About the position: The Risk Management Assistant provides support to the MIIA Risk Management Team. They interact with members and the Risk Managers on an ongoing basis on the program and services the team provides. They will be asked to take responsibility for helping to review, develop and report on the status of programs they are given responsibilities for as they look to improve the programs depth and experience for members.

This person will handle a high volume of member contact through email and phone communication, and must be able to coordinate activities, training and grant information. They will communicate with vendors, vet locations, assist with onsite training, and support the team with all relevant projects.

Qualifications: A college degree or relevant years of experience in risk management, insurance, or training. Experience or an interest in membership associations or local government is a plus. A valid driver's license is necessary for in-state travel.

Work environment: Our offices are located in Boston's Government Center neighborhood. The staff is loyal and professional with little turnover. The position offers a competitive salary, terrific benefits, and a great collaborative work culture. Due to COVID-19, the staff is currently working remotely, and we plan a return to the office in hybrid format at the beginning of 2022. If you are ready to devote yourself to work on behalf of our member cities and towns, then this position may be for you.

Timeline: The successful applicant will be available to start in December 2021. Applications will be accepted beginning on November 15, 2021 and will be considered on an ongoing basis until the position is filled.

How to apply: Please email a PDF of your cover letter, resume and general salary expectations to: hr.miarisk@mma.org. No phone calls will be accepted.

The MMA is committed to diversity in the workplace and we are proud to be an equal opportunity employer. Diverse candidates are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ancestry, genetics information, pregnancy or pregnancy-related condition, disability, age, or military or veteran status.