



SCI Social Capital Inc.

Cultivating Connections

SCI Program Operations Coordinator

full-time job opportunity - now hiring!

ABOUT SCI

Founded in 2002, SCI Social Capital Inc.'s mission is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. By cultivating connections, we help people and organizations come together to work toward positive change. By developing leaders, a wider, more diverse, network of our youth and neighbors are empowered to create welcoming and inclusive communities. We believe that our work – rooted in connecting people and coming together to address pressing needs – will lead to stronger communities where everyone has an equal opportunity to thrive.

ABOUT THE ROLE

SCI is seeking an energetic professional who values attention to detail and a team-oriented culture, with strong communication skills and project management experience.

The SCI Program Operations Coordinator is an entry-level role with advancement and growth opportunities. This position will provide crucial support and coordination for SCI Woburn Programs, supervise SCI's internal SCI AmeriCorps Member, and manage communications for the SCI AmeriCorps Program and SCI Woburn. The Program Operations Coordinator will report directly to the SCI Deputy Director, and work closely with other team members.

Although SCI staff members are primarily working remotely for their office work, the Program Operations Coordinator will need to travel to and around Woburn regularly as part of their project support duties. SCI's main office is in Woburn, and may be used by the Coordinator as needed. Additional travel around the Greater Boston area will also be required. Given that Woburn has limited public transportation options, regular access to a car will be required.

CORE RESPONSIBILITIES

- **SCI Woburn Program Coordination & Support**

- Coordination & Management of the Leaders for and Equitable Tomorrow (LET) program with support from an SCI AmeriCorps Member
- Engagement & Management of Volunteers for SCI Woburn Programs & Events with support from an SCI AmeriCorps Member
- Support communications, program coordination, and event management of the SCI Youth Grant Pitch Contest under the direction of the Deputy Director and President.
- Support communications, event planning and event management of Juneteenth Woburn under the direction of the Deputy Director.
- Support the planning and implementation of the SCI Horn Pond Summer Concert Series under the direction of the SCI President.
- **Supervise SCI AmeriCorps Member**
 - Conduct weekly check-ins with SCI's internal AmeriCorps Member and monitor Member service activities, Member impact reporting, and conduct Member performance evaluations.
 - Direct supervision of the Member's service on their primary service projects including: SCI Woburn Volunteers for Seniors events, LET program and the Member's Social Capital Youth Project, and other SCI Woburn events.
 - Direct supervision of the Member's service activities that support SCI Woburn communications.
 - Monitor and approve the Member's timesheet in accordance with AmeriCorps and MSA compliance regulations.
- **SCI AmeriCorps & SCI Woburn Communications Management**
 - Management of SCI Woburn Communications with support from the SCI AmeriCorps Member including
 - Drafting, editing, and / or publishing of press releases and local media outreach materials
 - Content creation, content publishing, and general management of SCI Woburn Facebook and Twitter accounts
 - Support of SCI AmeriCorps Communications in collaboration with SCI AmeriCorps Program Staff including:
 - Drafting, editing, and / or publishing of press releases, program marketing materials, and member recruitment materials.
 - Content creation, content publishing, and general management of the SCI AmeriCorps Instagram account
- **General Staff Support**
 - Participate in / provide support for SCI's organizational, community, and fundraising events that may require occasional availability during evening or weekend hours.

ESSENTIAL FUNCTIONS & SKILLS

- Strong written, oral & interpersonal communication
- Interested in community building & organizing

- Project management experience
- Ability to supervise volunteers and an AmeriCorps Member
- Attention to detail
- Strong time management & prioritization
- Solution-oriented mindset
- Able to work effectively both collaboratively & independently
- Ability to travel around the Woburn area regularly, and around the Greater Boston area when necessary
- Availability on some evenings and weekends required

BONUS SKILLS & EXPERIENCE

- **Any multilingual skills welcome!** (especially preferred: Haitian Creole, Mandarin, Portuguese, Spanish, or Vietnamese)
- Communications skills (marketing, social media, writing)
- Event Planning experience

SALARY

The SCI Program Operations Coordinator is an entry-level role with a starting salary between \$50,000-\$55,000 based on skills & experience, with opportunity for role and salary growth. The position is full-time and non-exempt, with up to 75% Employer-paid Health Insurance, 15 days PTO, and 15 recognized State / Federal holidays. Anticipated start date is in September 2023.

HOW TO APPLY

To apply please send a resume and cover letter to pgordon@socialcapitalinc.org, Attn: Philip Gordon, Deputy Director.

SCI AmeriCorps prohibits all forms of discrimination and harassment based on of race, color, ethnicity, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, marital or parental status, pregnancy, genetic information, military service/veteran status, political affiliation, and reprisal or retaliation for prior civil rights activity.