



## Program Coordinator

[Women's Money Matters](#) is seeking to add a full-time **Program Coordinator** to join our growing team! Women's Money Matters is in a period of growth as we work to meet the increasing demand for financial health programs for women. The Program Coordinator is an exciting opportunity for an individual who wants to use their proven organizational and coordination successes to support our mission.

### Role Summary:

- **Title:** Program Coordinator
- **Reports To:** Director of Operations
- **Location:** Virtual, within reasonable commuting distance of Greater Boston
- **Compensation:** \$20.00

### About Us:

- We are a financial wellness and empowerment program for women living on low-incomes
- Our program combines money management workshops with one-to-one volunteer coaching
- We are a rapidly growing organization, serving mainly Massachusetts
- Our small and mighty team is currently working remotely, and seeking a team member within reasonable commuting distance of Greater Boston.

### About You:

- You are organized, detail oriented, and reliable
- You can work independently, remotely, and as a virtual team member
- You are able to work a flexible schedule, including some evenings
- You are willing to roll up your sleeves and handle tasks as needed
- You have some experience with and/or are willing to learn zoom, salesforce and g-suite
- You are passionate about the mission of financially empowering low-income women and advocating for them
- You speak Spanish (preferred, but not required)
- Reliable transportation

### About the Opportunity:

The **Program Coordinator** is a fantastic opportunity for an individual who is passionate about our mission, and is energized about our growth and expansion, as we aim to reach more women and achieve greater impact with our unique model for transformative behavioral changes.

Core responsibilities include:

- General administrative tasks
- Support our direct outreach initiative to clients and potential volunteer partners
- Support program workshops
- Documenting and maintaining processes
- Send out program materials to clients
- Maintaining and updating organizational accounts

Qualified candidates should submit a **cover letter and resume** to Pilar DiTomaso at [pditomaso@womensmoneymatters.org](mailto:pditomaso@womensmoneymatters.org)

*Women's Money Matters is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, ancestry, age, protected veteran status, disability, sexual orientation, gender identity/expression, marital status, or other protected class. Knowing its importance to the success of our work, Women's Money Matters is committed to diversity and inclusion, and we aspire to build a diverse team and community, including groups that are traditionally underrepresented among our sector leadership.*