



thewilynnetwork.org  
1920 Centre Street, Suite 1  
West Roxbury, MA 02132  
781-355-6527

## The Wily Network

Marketing and Communications Coordinator  
Full-time position – Start date by 7/1/21  
Boston, MA (temporarily remote)

The Wily Network works with talented, resourceful young people who are navigating their four-year college experience on their own. Wily Scholars are college students who have experience with homelessness or foster care, or whose parents may be deceased or incarcerated, dealing with addiction, or struggling with mental health issues. Some Scholars are estranged from their families due to identifying as LGBTQIA+.

The Wily program offers weekly trauma-sensitive coaching, supplemental financial assistance, a community of peers, and networking opportunities to help Scholars move from surviving to thriving. For more information, please visit [thewilynnetwork.org](http://thewilynnetwork.org).

### Wily and You

Are you someone who thrives on being **involved in every part** of the marketing and communications process, someone who is truly a generalist? Do you pride yourself on being a **creative thinker and a strong and versatile writer**? Are you a **team player** who feels joyous when you lift up those around you?

**If your answer is yes, then let's meet and learn more about each other.**

As a member of the Wily Pack, you will manage an array of marketing disciplines and domains, including marketing strategy, content development, creative, and project management, among others. **Success doesn't mean you're the expert in everything**—it means you can make **meaningful contributions** across a variety of areas and **collaborate with colleagues** in others. The Marketing and Communications Coordinator will report to the Director of Development and Communications.

The Wily Network is especially committed to recruiting candidates from historically marginalized backgrounds and identities as well as those whose leadership style fosters diversity, equity and inclusion. The successful candidate will possess the authenticity and cultural humility necessary to be an effective representative of Wily and the Wily Scholars.

### Desired Qualifications

- 1-3+ years of marketing, communications or relevant experience
- Demonstrated success in marketing and communications project management
- Valid drivers license and/or reliable transportation for travel as required by the position

The Wily Network strives to create a workplace that reflects our commitment to racial, gender, and social equity. All identities will be welcomed, valued, and protected as a member of our Pack.

**Compensation:** Based on Experience, ranging \$43,000 - \$50,000

**How to Apply:** Please email a resume and cover letter to [careers@thewilynnetwork.org](mailto:careers@thewilynnetwork.org) with "Marketing and Communications Coordinator" in the subject line.

Anyone considered for the position will be subject to a **Criminal Offender Record Information (CORI)** check, which is a record of all criminal court appearances for a particular individual, including arrests, convictions, dismissals, and serious violations.

*The above information reflects the general responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.*