



## Program Coordinator

Start date – Immediately

Full-time position | Boston, MA

The Wily Network provides a critical safety net for Scholars as they navigate college on their own. The Wily program offers weekly clinical coaching, financial assistance, community-building support, and networking opportunities to help them move from surviving to thriving.

Wily Scholars bring unique experiences, challenges, strengths and goals to the college journey. Some have experienced homelessness or foster care, some have been denied family support due to their sexual orientation or gender identity, some have lost their parents, and some have family members dealing with addiction, mental illness or incarceration. All are talented and motivated, and all are braving college on their own. For more information, please visit [thewilynetwork.org](http://thewilynetwork.org).

## Wily and You

Are you someone who thrives on being **involved in every part** of the program, someone who is truly a generalist? Do you pride yourself on being a **detail oriented, organized and enthusiastic planner**? Are you a **determined team player** who feels joyous when you lift up those around you? Do you have an infectious positive **demeanor and exceptional interpersonal** skills?

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. Do you possess the authenticity and cultural humility necessary to be an effective representative of Wily and the Wily Scholars?

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

As a member of the Wily Pack, you will report to the Director of Programming, and work collaboratively with all members of the administrative team as well as the coaching team. **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. You will manage Volunteer/Scholar Relations and coordinate multiple projects, tasks, timelines and budgets, reprioritizing as needed.

## Desired Qualifications

- Undergraduate degree, with one to two years of relevant administrative support experience in a non-profit environment
- Experience with Microsoft Office, Google Suite, and calendar management
- Experience with database management (Salesforce preferred)
- Valid drivers license and reliable transportation

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

**How to Apply:** Please email a resume and cover letter to [careers@thewilynetwork.org](mailto:careers@thewilynetwork.org) with "Program 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.*