



Program & Volunteer Coordinator

Start date – Immediately

Full-time, in-person position | Boston area, MA (primarily Newton, Cambridge, Boston)

The Wily Network partners with college students in the greater Boston area who are working towards their degrees without emotional or financial support from family. Wily provides a critical safety net for Scholars as they navigate college independently.

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.

Our program offers weekly clinical coaching, financial assistance, community-building support, and networking opportunities to help Scholars move from surviving to thriving. For more information, please visit 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?

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 support all aspects of Wily's programming for both Scholars and volunteers, including coordinating program events, Care Package and Gift Giving programs, and Wily's volunteer base.

Desired Qualifications

- Undergraduate degree, with one to two years of relevant administrative support experience (non-profit environment strongly preferred)
- Expertise with Microsoft Office, Google Suite, and calendar management
- Experience with database usage (Salesforce preferred)

- Excellent and clear communication skills (written and oral)
- Proven track record of excellent discretion and ability to handle confidential information
- Experience with (or related experience) establishing and maintaining relationships with volunteers/in-kind donors for the purposes of cultivation and stewardship
- Experience engaging in DEIB work in a group setting (e.g. with classmates or coworkers)
- Organized, detail-oriented, and able to manage and prioritize multiple tasks
- Willing to roll up sleeves and complete any task
- Approachable and friendly yet able to maintain appropriate boundaries
- Ability to interact effectively with other staff, Scholars and donors
- Valid driver's license and reliable vehicle
- Ability to meet physical demands of coordinating Wily's Care Package and Gift Giving programs (including assembling, lifting, and delivering packages of up to 25 pounds)

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. We strive 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: \$55,000

How to Apply: Please email a resume and cover letter to careers@thewilynetwork.org with "Program and Volunteer 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.