

Career and Financial Resources Specialist

Start Date – May 2025

Full-time and In-Person Position | Newton, Boston, Cambridge, other nearby college locations)

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 thewilynnetwork.org.

Brief Summary of Responsibilities

Financial Resources:

This role focuses on supporting students with financial aid, fostering relationships with financial aid office personnel on campuses, and enhancing Scholars' financial literacy.

- With Scholars: Review financial aid packages, coordinate document completion, and conduct individual meetings (aiming for 100 annually).
- With Colleges: Support student advocacy with financial aid offices, build relationships with Wily-affiliated campuses, and understand their financial aid policies.
- Program: Plan and lead financial aid seminars and educate coaches to understand financial aid packages.

Career Development:

This role supports Scholars' career development, fosters college and corporate relationships, and manages career-related programs.

- With Scholars: Provide career support through individual meetings (aiming for 100 annually), assist with summer/post-graduation employment, connect Scholars with

networkers, and manage the private LinkedIn group (with the Scholar Engagement Coordinator).

- With Colleges: Build relationships with Career Centers (in collaboration with Wily Liaisons), track and share campus career events with coaches and Scholars, and support employer connections through campus partnerships.
- Program: Plan and deliver workshops (e.g., resumes, LinkedIn, cover letters), manage Project Onramp partnership, plan and execute the annual Wily Career Fair, and track employment, financial aid, meetings, college info and other data in Salesforce.

The Career & Financial Resources Specialist will report to the Director of Scholar Engagement and collaborate closely with the Senior Director of Advancement.

Other Expectations

- Participate in some evening and weekend group activities planned by the Scholar Engagement team as a means to get to know all of the students personally.
- Wily's culture as a small non-profit is a team approach. Each of us enthusiastically supports the work of our colleagues throughout the year with an "all-hands on deck when needed" philosophy.
- Work with Wily Network team to collect, track, and analyze data based on interactions with scholars and campus staff

Desired Qualifications:

- Experience working in financial aid, including dependency overrides
- Experience working in career support
- Valid driver's license and reliable transportation for travel as required by the position
- Outstanding interpersonal and organizational skills
- Strong verbal and written communication skills, fluent in English
- Ability to manage multiple tasks/projects, develop creative solutions to problems
- Experience working on college campus and/or with college-aged youth
- Expertise with Microsoft Office, Google Workspace, and calendar management
- Resident of Greater Boston
- Possess the authenticity and cultural competence necessary to be an effective representative of Wily and Wily Scholars

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: \$55,000-65,000

How to Apply: Please email a resume and cover letter to careers@thewilynetwork.org with "Career and Financial Resources Specialist" 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.