

Operations Coordinator

Start date – Immediately

Full-time, in-person position | Newton, MA

The Wily Network partners with college students in the greater Boston area who are working towards their degrees without academic, 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 resources, community-building support, and networking opportunities to help Scholars move from surviving to thriving. For more information, please visit thewilynetwork.org.

About the Role

The Operations Coordinator ensures that Wily's physical and digital office environments run efficiently and support a culture of organization, hospitality, and productivity. This role coordinates office operations, data entry, financial processing, and staff logistics, and plays a key role in supporting onboarding, scheduling, and internal communication.

The Operations Coordinator reports to the Operations Manager and works closely with the leadership team to keep daily operations on track and helps create an environment where staff and Scholars can thrive. This role requires someone who is detail-oriented, organized, reliable, and proactive with strong data entry skills.

Key Responsibilities

Office & Organization Management

- Coordinate logistics for staff meetings, trainings, and events
- Manage daily office operations, including supplies, meeting setup, and hospitality.
- Support the Board of Directors with scheduling and meeting preparation
- Assist the Operations team with staff scheduling, communication, hiring, and onboarding



the wily network

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Administrative Systems & Support

- Perform accurate and timely data entry across all internal systems
- Process all invoices for payment and support the accounting team
- Maintain accurate and confidential filing systems for documentation and paperwork
- Provide general administrative assistance across departments as needed

Qualifications

- 1-2 years of relevant administrative support experience
- Proficiency with Google Suite, Microsoft Office, and calendar management
- Experience working with a database (Salesforce experience is a plus)
- Highly organized, detail-oriented, reliable, and proactive with strong time-management skills
- Excellent and clear written and oral communication skills
- Comfortable working across teams and providing support to all staff members

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@thewilynnetwork.org with "Operations 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.

This job posting is intended to describe the general nature and level of work being performed for this role. It is not an exhaustive list of all responsibilities, duties, and skills required. The organization reserves the right to modify job duties or change assignments at any time.