



Operations Coordinator

Women's Money Matters is seeking to add a full time tech-savvy, dynamic **Operations Coordinator** to our growing team! Women's Money Matters is in a period of growth as we work to meet the increasing demand for financial health programs for women. The Operations Coordinator position is an exciting opportunity for an individual to apply their proven organizational and coordination skills to support our mission. This role is essential in ensuring efficient and effective operational management, including HR, finance, administration, and logistics.

Role Summary:

- Title: Operations Coordinator
- Reports To: Director of Operations
- Location: Virtual, within reasonable commuting distance of Greater Boston
- Compensation: \$22.00

About Us:

- We are a financial education and empowerment program for low-income women
- Our program combines instructional workshops with one-to-one volunteer coaching
- We have been in operation since 2009
- We are a rapidly growing organization, serving the Merrimack Valley, Southern New Hampshire, and Boston

About You:

- You are organized, detail oriented, and reliable
- You can work independently, remotely, and as a virtual team member
- You have experience with Zoom, Salesforce, Asana, Slack and Google Suite
- You are willing to roll up your sleeves and handle tasks as needed
- You speak Spanish (preferred, but not required)
- You are passionate about the mission of financially empowering low-income women and advocating for them
- Reliable private transportation necessary

About the Opportunity:

The Operations Coordinator is responsible for providing comprehensive support to the Director of Operations. This is a fantastic opportunity for an individual who is passionate about our mission, and is energized about our growth and expansion, as we aim to reach more women and achieve greater impact with our unique model for transformative behavioral changes.

Core responsibilities of this key team member include:

- Assist in the day-to-day operations of Women's Money Matters
- Using Salesforce, entering leads, donors, contacts, etc.
- Manage platforms and accounts (Salesforce, Slack, Canva, Google drive, Divvy)
- Support HR processes, including onboarding and offboarding of team members
- Coordinate team organizational charts, team appreciation activities
- Assist with financial tasks, such as processing invoices, initiate check payments,
- Coordinate e-signatures process, contracts, release forms
- Schedule and coordinate team connection meetings
- Plan and organize team outings and events to foster team bonding and morale

Qualified candidates should submit a **cover letter and resume** to Pilar DiTomaso at pditomaso@womensmoneymatters.org

Women's Money Matters is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, ancestry, age, protected veteran status, disability, sexual orientation, gender identity/expression, marital status, or other protected class. Knowing its importance to the success of our work, Women's Money Matters is committed to diversity and inclusion, and we aspire to build a diverse staff team and community, including groups that are traditionally underrepresented among our sector leadership.