



## Volunteer Coordinator

### Role Description:

The **Volunteer Coordinator**, is an essential member of the program team, reporting directly to the Associate Director of Volunteer Partnerships. This individual will play a pivotal role in driving the success and expansion of [Women's Money Matters](#) initiatives, by fostering relationships with volunteers, community partners, and program participants. The Volunteer Coordinator will manage volunteer outreach platforms, onboarding, volunteer databases, and provide high touch status tracking and administrative support to the Associate Director of Volunteer Partnerships. The ideal candidate will be detail-oriented, have strong organizational skills, and be passionate about fostering positive volunteer experiences.

### About Us:

- We are a financial wellness and empowerment program for women living on low-incomes
- Our program combines financial health workshops with one-to-one volunteer coaching
- We are a growing organization, serving Massachusetts and southern New Hampshire since 2009
- We are a hybrid workforce

### About You:

- Proactive self-starter with proven history of volunteer recruitment strategies and managing strategic partnerships
- Nonprofit experience, including volunteer program support and community building
- Strong project management and organizational skills
- Experience representing an organization to external audiences
- Capacity to work effectively in a fast environment with evolving priorities
- Excellent verbal and written communication skills
- Appreciation for diversity, strong cultural awareness, and sensitivity in working with the underserved
- Experience working with Salesforce, G-suite, and Zoom
- Spanish language preferred but not required
- Must have reliable car to attend events and partner meetings
- Must live within commuting distance of Greater Boston
- Willingness to work some evenings and weekends to accommodate programming and volunteer needs

### About the Opportunity:

Core responsibilities include:

- Support volunteer recruitment efforts across all programs, ensuring each program is fully supported
- Work closely with the Associate Director of Volunteer Partnerships to manage the volunteer experience, including recruitment, onboarding, engagement, and retention.
- Oversee volunteer outreach efforts through various platforms, including volunteer websites, social media groups, and internal platforms.
- Draft and distribute personalized thank you notes to volunteer coaches, ensuring they feel appreciated and recognized for their contributions.
- Create and update corporate volunteer reports, tracking participation, impact, and engagement trends.
- Other duties as assigned
- Lead outreach initiatives on WMM Connect ensuring visibility for volunteer opportunities and promotion of new programs and initiatives.
- Engage regularly with community members across digital platforms to increase engagement and build stronger relationships.

Compensation: \$22.00/hour with additional monthly stipend paid directly in lieu of health insurance, work from home and wellness stipends. Other benefits include a flexible, remote work schedule, paid time off, including all federal holidays and a wellness week at the end of December, and a 401K employee match. Qualified candidates must submit a **cover letter and resume** to Pilar at [pditomaso@womensmoneymatters.org](mailto: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.*