



Job Title: Communications & Admin Coordinator

Location: Remote - Eastern MA - Applicant should reside a reasonable commuting distance from Boston and available for in person meetings and events as required.

Reports to: Chief Operating Officer (COO)

Type: Full Time (FTE)

Salary Range: \$50,000 - \$60,000 based on experience

Department: Operations

About Women's Money Matters

At Women's Money Matters, we believe that financial wellness is a fundamental human right. Our mission is to build the financial wellness, confidence, and security of women and girls living on low incomes through a proven model that combines instructional workshops with personal, one-to-one coaching. By investing in women and girls, we aim to break cycles of poverty and empower our participants to take control of their financial futures.

Position Summary

The **Communications & Admin Specialist** plays a dual role in strengthening the organization's voice and ensuring operational smoothness. This position is responsible for managing internal and external communications—including newsletters, website content, templates, and materials—as well as supporting the administrative and logistical needs of the team. It's a great opportunity for a detail-oriented communicator who thrives in a fast-paced, mission-driven nonprofit environment.

Key Responsibilities

Communications

- Draft, edit, and distribute internal and external communications including newsletters, announcements, and staff updates.
- Maintain and update the organization's website, ensuring content is accurate, timely, and aligned with brand guidelines.
- Manage content and scheduling for social media platforms, in coordination with the COO or program teams.
- Develop and maintain templates for presentations, reports, and external documents.
- Support the preparation of materials for board meetings, funder communications, and public events.
- Ensure brand consistency across all internal and external communications.

Compliance & Governance



- Track and monitor internal and external compliance requirements, including regulatory filings, trainings, audits, and policy updates.
- Maintain an organized calendar of compliance deadlines (e.g., state filings, annual reporting).
- Assist in drafting and maintaining HR and organizational policies, SOPs, and employee handbook.
- Coordinate with pro bono legal counsel on routine compliance and contract matters.
- Ensure accurate recordkeeping for audits, contracts, and employee documentation.

Administrative Support

- Provide day-to-day administrative and logistical support to the Operations team.
- Schedule and coordinate internal meetings, team retreats, and virtual events.
- Maintain shared calendars, contact lists, digital filing systems, and internal documentation.
- Support travel logistics and reimbursements for staff or board members, as needed.
- Assist with special projects and other general administrative tasks to ensure team efficiency.

Qualifications

- 2–3 years of experience in communications, administration, or operations support (nonprofit experience a plus).
- Strong writing and editing skills, with the ability to adapt tone and style for different audiences.
- Experience managing websites (e.g., using WordPress, Squarespace, or similar platforms).
- Comfortable with social media tools and communications platforms (e.g., Mailchimp, Canva).
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and deadlines independently.
- Proficiency with digital tools such as Google Workspace, Zoom, and Slack.

Preferred Skills

- Basic graphic design skills using Canva or Adobe tools.
- Experience supporting internal communications and team culture.
- Familiarity with CRM or email marketing platforms.
- Interest in streamlining admin workflows and improving documentation.

Why Join Us?

You'll be part of a lean, collaborative operations team at the heart of a growing organization. This is an opportunity to shape how we communicate with the public, our partners, and each other—while ensuring our team has the administrative support it needs to function smoothly. You'll bring creativity, clarity, and structure to a team that values both autonomy and teamwork.

To apply, please click on the link to answer the qualifying questions and upload your cover letter and resume:

<https://womensmoneymatters.tfaforms.net/5167587>

