



Position: Program Officer

Hours: Full-time 40 hour work week

Location: 628 Pleasant St. New Bedford, MA 02740. Some remote work possible with the approval of the Executive Director.

Supervised by: Executive Director

About our Work:

The Women's Fund SouthCoast leads with an anti-racist intersectional equity lens to conduct research on the status of women and girls to inform our community investments. We provide grants to organizations moving the needle on gender, racial and economic justice. We collaborate on advocacy initiatives to ensure policies and programs reflect the needs and solutions of those most impacted.

About the position:

The Program Officer role is a new position at the Women's Fund SouthCoast (WFSC). It reflects our continued growth as an organization committed to progress on gender, racial, and economic justice. The successful candidate will oversee a variety of new initiatives. This candidate will also be a member of a brand-new team with the ability to influence overall strategy and direction as the organization grows. Specific initiatives overseen by the Program Officer will include the Young Women's Initiative (YWI) and research with community partners on issues facing women, girls, and gender expansive people across the SouthCoast. They will collaborate with community partners on additional advocacy initiatives to identify innovative solutions. This position will report directly to the Executive Director.

Duties:

Young Women's Initiative

- In collaboration with our community partner, design a new program focused on the leadership development, policy advocacy, and philanthropic engagement of, predominantly, young women and gender expansive individuals of color.

- Oversee the grant and collaborate with the selected community partner charged with creating and leading a Young Women's Advisory Council (YWAC).
- Manage evaluation of the program and provide technical assistance.
- Serve as a liaison to the National Collaborative of Young Women's Initiatives and represent WFSC at communities of practice meetings, events, and conferences.
- Assist the Executive Director and other key staff with fundraising for this initiative including, but not limited to grant writing.

Research

- Manage research projects in collaboration with academic and other community partners.
- Convene community groups to participate in ongoing research on the status of women, girls and gender expansive people.
- Be an active creator of and contributor to reports as well as other communication tools.
- Maintain a data dashboard that is accessible to community partners.

Advocacy

- Represent the Women's Fund at various community events in collaboration with the Operations Manager and Executive Director.
- Coordinate advocacy trainings for community partners.
- Coordinate groups to attend state-wide and national conferences and events focused on advocacy issues.
- Support our grantee partners and other community organizations with capacity building on policy advocacy.
- Identify and foster partnerships with organizations with similar missions in collaboration with the Operations Manager and Executive Director.

Skills & Qualifications:

- Have at least a Bachelor's Degree from an accredited public higher education institute or equivalent combination of education, training, and experience. Master's degree preferred.
- 2 to 3 years working for non-profit organizations or other transferable skills from a different sector.
- Professional experience, as well as lived experience, with advocacy for issues of gender and racial justice strongly preferred.

- Experience managing youth programs required.
- Research, monitoring and evaluation experience required.
- Experience managing research projects including writing reports.
- Experience working with communities and broad coalitions.
- Excellent and demonstrated skills working with diverse populations on sensitive issues in a productive and affirming manner.
- Self-directed and flexible in a dynamic and fast-paced work environment.
- Excellent organizational and communication (written and oral) skills required.
- Proficiency in Microsoft Office Suite required. Basic experience with Salesforce or other CRM tools preferred.

Work Environment: This position is typically in-person with the opportunity to work remotely and have flexible hours with the approval of the Executive Director. Hours worked per week will be 40 hours 9am – 5pm Monday through Friday with occasional work on some nights and weekends.

Physical Demands:

- May involve prolonged periods of sitting or working on a computer.
- Ability to lift and manipulate up to 15 pounds, with or without reasonable accommodation.

Travel Requirements: Must have access to reliable transportation for occasional travel (up to 20% per week) in support of external initiatives.

Reasonable accommodation may be made to enable individuals to perform the essential functions of the job.

Salary range: \$60,000 - \$70,000

Benefits: vacation, health insurance reimbursements, retirement, and life insurance.

Please provide a resume and cover letter outlining your interest in this position and experience related to the job duties to Christine Monska, Executive Director at cmonska@womensfundsouthcoast.org.

Women’s Fund Southcoast is an equal opportunity employer.