

Administrative Coordinator

The Women's Suffrage Celebration Coalition of Massachusetts (WSCC)

The Women's Suffrage Celebration Coalition of Massachusetts (WSCC) is dedicated to commemorating and celebrating the upcoming 100th anniversary of the adoption of the 19th Amendment to the U.S. Constitution, guaranteeing women the right to vote.

The WSCC presents events and activities that highlight the history of the women's suffrage movement and women's rights.

Our goals include increasing voter participation, providing educational opportunities, recognizing and celebrating the progress of women's rights, and to shine a light on all we need to do to achieve full equality for women.

The Administrative Coordinator works closely with the President to support the WSCC Board in all aspects of their work by coordinating the administration of the WSCC, providing technical and Board support and assisting with communications and event planning.

Responsibilities:

- Assist the President with organizing and maintaining contact information and follow-up emails and correspondence to potential partners and others WSCC partners:
- Maintain all spreadsheets and documents related to potential and current partner; assist the President with partner related work.
- Enhance and maintain electronic and hard copy filing systems
- Record and track the organization's revenues and expenses
- Prepare documents including brochures for events, correspondence, reports, drafts, Board meeting minutes, memos and e-mails
- Assist the President and Board members in scheduling and coordinating meetings, appointments and travel arrangements
- Order and manage the sale of merchandise
- Answer calls and miscellaneous inquiries from outside parties
- Manage the organization's office supplies including brochures, posters, etc.
- Help coordinate and update the social media efforts of WSCC and the process for regular mass e-mail marketing
- Help organize events
- Other responsibilities as determined by the Board

Schedule: Flexible schedule of 25 to 40 hours with some ability to work remotely. The Administrative Coordinator will be required to work approximately 2-4 evening and/or weekend events a month.

Salary: \$20.00 to \$25.00 an hour depending on experience.

Qualifications:

- Proven ability to support and work well with others
- College degree or equivalent experience
- 2-5 years administrative support experience
- Proficiency in MS Business Office Suite
- Experience with database, WordPress management, e-mail programs (Mail Chimp or Constant Contact) and Creative Design a plus
- Excellent communication skills, written and verbal
- Ability to manage multiple tasks, prioritize projects and achieve deadlines under pressure

Location: Newton – convenient to public transportation

WSCC Commitment to Diversity - The WSCC is committed to the diversity of its leadership, staff and partners. A core value of the WSCC is diversity of thought, experience, race, gender, sexual orientation, physical or mental ability, age, religion, and national origin.

HOW TO APPLY

humanresources@suffrage100ma.org

No phone calls, please. If you are selected for an interview, you will be contacted directly by the manager hiring for this position. Thank you.