

## Suffrage100MA Program/Project Coordinator

**The Program/Project Coordinator will** work with the President of Suffrage100MA, other Board members and the Associate Director on program planning and implementation including the 1000 Classrooms Initiative, the National Votes for Women Trail Marker project and other projects as determined by the needs of the organization.

### **Responsibilities:**

- Develop and implement a detailed project schedule and work plan for the 1000 Classrooms Initiative and other ongoing projects
- Develop and implement new programs for Suffrage100MA
- Working within budget, coordinate virtual and in-person programs for Suffrage100MA
  - Scheduling
  - Communications including media and marketing
  - Logistics
  - Create program materials for events
  - Event follow up including press, thank you letters, etc.
- Periodic Reports to the Board of Directors and the Associate Director on status of programs

Responsibilities may vary depending on the needs of the organization.

**Hours:** Flexible, 20-30 hours per week. Additional hours may be available with prior approval. Some weekend and evening hours are required and will be determined by the needs of the organization. Combination remote and in-person work environment.

**Compensation:** \$24-27 per hour depending on experience.

### **Qualifications:**

- Experience with program planning and implementation required
- Proven excellent communications skills written, in social media and verbal
- Exceptional interpersonal skills
- Must be a self-starter, goal driven and able to follow through
- Familiarity with MS Office (Word, Excel, PowerPoint, Publisher) and Canva preferred.
- Computer graphics, WordPress and Dropbox experience a “plus.”

Information on Board members, partner organizations, goals and committees can be found on our website, <http://suffrage100ma.org/who-we-are/wsc-mission-board-and-committees>.

**Location:** Combination remote and in-person in our Newton Centre offices – convenient to public transportation.

To apply, please send a cv and cover letter to [humanresources@suffrage100ma.org](mailto:humanresources@suffrage100ma.org). No phone calls please.

## About Suffrage100MA

**Suffrage100MA** is dedicated to commemorating the anniversary of the 19th Amendment to the U.S. Constitution, ratified in 1920, prohibiting the federal and state governments from denying the right to vote on the basis of sex. It took a 72-year struggle, by thousands of suffragists, to achieve adoption of the 19th Amendment in August of 1920.

A main goal of Suffrage100MA is to commemorate and tell the story of the remarkable achievement of the suffragists, including the tireless work and essential contributions of women of color, who were often excluded by white women's suffrage organizations, and whose role in the suffrage movement has been largely overlooked.

Also, the adoption of the 19th Amendment was an enormous step forward, but it did not guarantee voting rights for all women – particularly African American women in the south who were subjected to Jim Crow laws along with African American men, and other women – and men – of color who also did not obtain the vote with the adoption of the 19<sup>th</sup> Amendment.

The Voting Rights Act of 1965 and other legislation have done much to help ensure voting rights for people of color. Unfortunately, however, there has been a concerted effort over the past 30 years to once again restrict voting rights and voter access in many states. The right to vote is a fundamental right that cannot be taken for granted and must be protected for all citizens. The centennial is an opportunity to learn about the voting rights history and issues faced by numerous minorities in the United States. It is also an opportunity to remind us all to appreciate, value, and exercise our right to vote!

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

In addition to presenting events, Suffrage100MA encourages and supports organizations across Massachusetts to present events and activities that highlight the history of the women's suffrage movement and women's rights.

**Suffrage100MA Commitment to Diversity** - Suffrage100MA is committed to the diversity of its leadership, staff, and partners. A core value of Suffrage100MA is diversity of thought, experience, race, gender, sexual orientation, physical or mental ability, age, religion, and national origin.

September 2021