



MAWOCN Program Manager (Full Time)

The Massachusetts Women of Color Network (MAWOCN) started in 2009 as part of a national call to action for the domestic and sexual violence movement. The mission of the MAWOCN is to support the leadership of women of color working in the DV/SV movements in Massachusetts. We provide technical assistance, share knowledge and resources, and provide peer-to-peer support and mentorship. We are currently seeking a full-time MAWOCN Program Manager.

The ideal candidate will be familiar with the domestic and sexual violence field in MA, be a skilled facilitator and writer, detail-oriented, organized, passionate about equity for Women of Color and an excellent communicator. Community Organizing and Technical Assistance experience is a plus. The Program Manager will be a full member of the MAWOCN Leadership Committee and must be able to work both independently and interdependently with other members of the Leadership Committee as well as MAWOCN members. ***The pay range for this position is 50 – 60k, plus benefits.***

MAWOCN Leadership Committee Responsibilities

- Support and promote the vision and mission of MAWOCN
- Elevate and Promote Women of Color in the field of domestic and sexual violence
- Provide input on all Leadership Committee decisions including strategic planning, programming, and finances
- Work with co-chairs to set the agenda and plan for committee meetings
- Provide support, as needed, to subcommittee chairs

Administrative and Membership Engagement Responsibilities

- Manage all day to day operations of the MAWOCN
- Facilitate and schedule Leadership Committee Meetings, take and maintain notes
- Maintain central MAWOCN email and google drive
- Maintain and update contact lists
- Maintain MAWOCN social media accounts

Technical Assistance Responsibilities

- Develop and facilitate screening process for technical assistance requests
- Develop a list of MAWOCN technical assistance competencies
- Distribute technical assistance opportunities through MAWOCN network
- External promotion of MAWOCN technical assistance offerings

Supervision: An annual review will be conducted by the full leadership committee

Physical requirements: Must have access to a car and possibly carry loads up to 30 lbs.

Location: The Program Manager will be located at Brookview House's Roxbury location and will travel to various locations across the state for meetings.

Contact: Send a cover letter describing your experience, expertise, and passion for promoting the leadership of women of color and a resume to Alesha Ignatius Brereton at masswocn@gmail.com.

Application Deadline: March 26th, 2021

The MAWOCN is an Equal Opportunity Employer and does not discriminate based on race, gender, sexual orientation, religion, age, national origin, disability, or veteran status. Those with multi-language capacity and/or multi-cultural are highly encouraged to apply.

