



The Massachusetts Women of Color Network (MAWOCN)

MAWOCN Program Associate
(Part-Time Consultant Role)

December 2021

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, provide peer-to-peer support, and mentorship. We are seeking a Program Associate to start as soon as possible and work alongside the Program Manager.

The ideal qualified candidate should 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, an excellent communicator, have experience with social media, and can contribute to program development. The Associate will be supervised by the Program Manager. This position is primarily focused on administration and communications, with specific duties as follows.

Duties include:

- Attend meetings and take meeting notes
- Create flyers for MAWOCN events and program resources
- Create Eventbrite event pages
- Co-create the MAWOCN monthly newsletter
- Maintain social media accounts
- Communicate with network members via email and/or phone
- Process applications alongside the Program Manager regarding programming
- Co-develop new programming
- Communicate with program participants about meetings
- Facilitate meeting logistics such as the doodle poll, zoom details, and send calendar invites.
- Co-develop program and resource evaluations
- Other duties as assigned.

Physical requirements: N/A

Pay: \$25/hour.

Schedule: 16-20 hours per week

Benefits: N/A. This is a contracted job, taxes and fees are the responsibility of the Associate.

Location: The option to be fully remote, or partially remote with 1-2 days a week at the Brookview House's Roxbury location.

Contact: Please send a thoughtful cover letter and a resume to the Program Manager, Kishana Smith, at masswocn@gmail.com