



BOSTON HARBOR WOMEN OF COLOR COALITION

Boston Harbor Women of Color Coalition Project Coordinator Job Description

Who We Are:

The Boston Harbor Women of Color Coalition works to elevate women of color as leaders in green and blue spaces while cultivating connectedness to each other and the outdoors.

The coalition is an employee driven initiative founded in May 2021 by Malene Welch, Joye Williams, Maya Smith, and Nikki Tabron, four Black women who work at Boston Children's Museum, Save the Harbor/Save the Bay, and Thompson Island Outward Bound respectively.

Our Vision:

We envision a world where we have recognized and elevated the insight, wisdom, and brilliance of women of color; where their leadership is advancing the needs and interests of our communities in green and blue spaces.

Our Values:

Mutuality: We're a coalition of equals working together to advance our vision.

Love of Nature: We lead with a resounding love and respect for nature that grounds our work and our connection to each other.

We Are Experts: Our work centers and honors the experience and expertise of women of color. We have the knowledge and wisdom we need to keep our communities safe, activated, and supported.

Position Summary:

The Boston Harbor Women of Color Coalition (BHWOCC) is seeking a motivated, passionate and organized Project Coordinator to join our team. This part time position will help coordinate essential aspects of our administrative and project operations, including database management, membership communications, initiative planning, and general coalition support.

This position provides a unique opportunity for individuals passionate about environmental justice and equity to gain hands-on experience in nonprofit administration and project coordination while contributing to our mission of elevating women of color in green and blue spaces.

The Project Coordinator will directly report to the Co-Founding Executive Directors, Joye Williams and Maya Smith to coordinate responsibilities in the following areas:



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Administrative Support:

Assist with administrative tasks, including scheduling meetings, taking all meeting notes, managing calendars, and organizing files and documents.

Project Coordination:

Support the planning and execution of coalition projects and initiatives, including research, outreach, and logistical coordination.

Membership communications:

Draft monthly newsletter corresponds to all members including upcoming events, news, community and career opportunities, and BHWOCC updates.

Database Management:

Help maintain up to date records of coalition members, community partners, and stakeholders in our current database systems. Assist in streamlining database processes.

Event Planning:

Assist in the coordination of the Annual Retreat, coalition events such as monthly meetups, and meetings, including logistics, participant registration, and materials preparation.

Communication and Outreach:

Draft monthly newsletter corresponds to all members including upcoming events, news, community and career opportunities, and BHWOCC updates. Contribute to drafting and editing additional communications materials, such as social media posts, and website content.

Collaboration and Networking:

Support efforts to build and maintain relationships with coalition members, partner organizations, and community stakeholders.

Skills and Knowledge Desired- Minimum interested requirements:

- Personal connection to BHWOCC mission and values.
- Excellent interpersonal, verbal and written skills.
- Attention to detail and accuracy.
- Ability to exercise good judgment and work on multiple projects simultaneously, while maintaining attention to detail.
- Dependability and flexibility.
- Computer skills, including Microsoft office and Google docs
- Proficiency in Spanish, Haitian Creole, Mandarin and/or Cape Verdean Creole preferred, but not required.



BOSTON HARBOR **WOMEN ^{OF} COLOR** C O A L I T I O N

Terms:

- Position Timeline: May 28, 2024- October 31st, 2024
- Hours: 8-10 per week
- Some evenings and weekends may be required
- This is a Hybrid in-person and virtual position, with virtual check ins and in person events

Compensation:

- \$18-\$20/hr
- Paid bi-weekly