



The Massachusetts  
Women of Color  
Network



*Helping Courageous Moms Lift Their Children Out of Homelessness*

MAWOCN Network Coordinator  
(PT Consultant Role)  
January 2020

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 Network Coordinator.

The ideal qualified 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. The Coordinator will be supervised by the Leadership Committee Co-Chairs and will work directly with MAWOCN Leadership Committee.

**Duties include:**

- Facilitate and schedule Leadership Committee Meetings, take and maintain notes
- Checking and responding to MAWOCN emails.
- Sending email meeting reminders.
- Maintaining and updating contact lists.
- Elevating and promoting Women of Color in the field of domestic and sexual violence.
- Delegate duties and supporting the needs of subcommittees and small groups
- Maintaining social media accounts.
- Review and update budget as needed for CHH as fiscal agent.
- Facilitate the planning process for the Annual Conference and Quarterly Network Meetings
- Supervision monthly with MAWOCN Co-Chairs
- Other duties as assigned.

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.

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

**Pay:** \$25/hour. Schedule is 16-20 hours per week

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

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

**Contact:** Please send a thoughtful cover letter and a resume to Deb Collins-Gousby and Isa Woldeguiorguis at [dcollinsgousby@brookviewhouse.org](mailto:dcollinsgousby@brookviewhouse.org) and [isa@chhinc.org](mailto:isa@chhinc.org)