



Massachusetts Women's History Center, Inc.  
P.O.Box 610010  
Newton, MA 02461  
617-467-4920

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## **Job Description/Post Assistant or Associate Director MA Women's History Center (MWHC)**

**Position Title:** Assistant or Associate Director, MWHC

**Reports to:** Founder & President, MWHC

**Start Date:** As soon as possible

**Location:** Boston, MA

The Massachusetts Women's History Center (MWHC), with its flagship program the Massachusetts Women's Hall of Fame (MWHOF), amplifies the history of contributions (known and unknown) of Massachusetts women of all backgrounds over the generations from throughout the Commonwealth. By shining a light on Massachusetts women, many of whom made monumental contributions against all odds, the MWHC aims to inspire others - of all ages, backgrounds, interests, and genders - to be all that they can be.

Are you ready to engage in meaningful work and use your skills to make a real impact? The Massachusetts Women's History Center (MWHC) seeks a detail-oriented FT *Assistant or Associate Director* to provide support to the Founder & President of a small, thriving nonprofit organization. Candidates must have strong communications skills, strong attention to detail, and a commitment to the mission of the organization. Occasional travel within Massachusetts is required.

### **Responsibilities:**

- Programming:
  - Develop and implement a detailed project schedule and work plan for events and programs.
  - Coordinate offsite events where MWHC participates as a participant and/or vendor, including preparing table materials with the Administrative Associate.
  - Coordinate with the Administrative Associate and Operations, HR and Finance Manager to maintain supply levels for table materials.
  - Provide program support to the Massachusetts Women's Hall of Fame Selection Committee.
  - Maintain a shared calendar of events.
  - MA250 Grant project support.

- o Participate in committee meetings as the MWHC representative for the annual Boston International Women's Day Breakfast.
- Communications/Social Media
  - o Create and distribute communications including MailChimp campaigns and press releases.
  - o WEBSITE: Update and maintain website content.
  - o Proofread and edit social media posts.
- Development/Fundraising/Budget
  - o Assist the Founder & President as needed
- Other
  - o Various other projects determined by the Founder & President as needed

**Hours:** 40 hours per week. This is a hybrid position with time split between our Newton Center office, a remote work location, and occasional travel within Massachusetts to attend events. Some evening and weekend hours required for events.

**Compensation:** \$55,000 - \$65,000 annually, depending on qualifications and work experience

- Benefits include partial cell phone reimbursement, paid time off and holiday pay.
- Laptop provided for work use

**Qualifications:**

- 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.
  - o Computer graphics, Drupal, and Google Workspace experience a "plus."
- Experience with program planning and implementation, communications and fundraising experience a "plus."

*Candidates with all levels of background and experience are encouraged to apply.*

**How to Apply:**

**Please submit a cover letter and resume to:**

**[info@mawomenshistory.org](mailto:info@mawomenshistory.org),**

**Subject Line: Job Application, [your last name, first name]**

Applications will be reviewed on a rolling basis.

*Massachusetts Women's History Center is committed to the diversity of its leadership, staff and partners and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*

### **Massachusetts Women's History Center**

The Massachusetts Women's History Center (MWHC) is a virtual nonprofit, nonpartisan 501(c)3 tax-exempt organization that works to amplify the history of Massachusetts women of all backgrounds from throughout the Commonwealth. The MWHC, with its flagship program the Massachusetts Women's Hall of Fame (MWHOF), is the successor organization to Suffrage100MA.

Suffrage100MA became the MWHC on March 22, 2024. For the prior 14 years, Suffrage100MA amplified the inclusive stories of the suffragists and the suffrage movement – both in Massachusetts and nationally. The MWHC expands upon that suffrage foundation to amplify *all* of Massachusetts' women's history. The MWHC shares inspiring historical and educational information about the important contributions and challenges endured by Massachusetts women of all racial, ethnic, socioeconomic, and gender identities over the centuries, and of major milestones in MA women's history. The virtual MWHC provides this information with engaging exhibits, articles, biographies on its website and through presentations and events. The MWHC hopes to have a physical space in the future.

The MWHOF will honor *historic* and *contemporary* Massachusetts women and organizations which have made a profound impact. The *first* class of inductees to the MWHOF, which will take place in 2026, will include both **living** women and organizations AND, as 2026 is the 250th Anniversary of the signing of the Declaration of Independence and [Massachusetts250](#), the **historic** women in the first class of inductees to the MWHOF will be those who made critical contributions to our culture, history and society *during the Revolutionary Era*.