



Minds Matter Boston: Program Coordinator

Minds Matter Boston is a nonprofit organization whose mission is to connect driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their future, and change the world. For more than 15 years, every Minds Matter student has been admitted to a four-year college.

Minds Matter is led by a four-person staff overseeing an 500+ person volunteer-driven organization. Minds Matter seeks an enthusiastic, organized and driven Program Coordinator to join the team. This position is a unique and dynamic opportunity to work with a small team making a large impact in the nonprofit sector. This position will collaborate with all members of the Minds Matter team, the Associate Board, and the Board of Directors.

This is an entry-level position. Minds Matter offers full benefits and a fun and flexible workplace. *During the school year, regular work days for this position are Tuesday – Saturday.*

ESSENTIAL QUALITIES

- Team player who is ready to learn and grow with the organization
- Highly organized and detail-oriented
- Committed, creative and enthusiastic
- Passionate about the Minds Matter mission
- Excellent writing, editing and proofreading skills

DUTIES & RESPONSIBILITIES

Program Support

- Support day-to-day operations/logistics for Saturday programs
- Manage internal programming website
- Assist with data collection specific to student progress (attendance, surveys, waivers)
- Track and monitor programming KPIs
- Update and maintain listservs, databases, google drives, internal rosters etc.
- Work with the Director of Programs to make updates and enhancements to existing program curriculum
- Work with the programs team to coordinate logistics for program events (scheduling, communication, materials, etc.)
- Support operations and logistics for Minds Matter summer program

Student Recruitment

- Support and conduct information sessions for prospective students
- Coordinate student recruitment, including application screening, scheduling, and conducting interviews
- Process and evaluate student applications and manage student interviews for prospective students
- Field questions and concerns from students and applicants
- Work with recruitment team to select incoming students each year

Volunteer Recruitment

- Research prospective volunteer recruitment partners
- Conduct partner outreach; set-up lunch and learns and meetings
- Update partner contacts and track outreach in database

OTHER QUALIFICATIONS

- Bachelor's degree required
- 1-2 years of experience in education or nonprofit sector preferred
- Able to manage multiple complex tasks
- Strong interpersonal skills
- Demonstrated ability to connect with high school and college-level students from historically underserved and underrepresented communities
- Capable of working independently as well as collaboratively
- Previous experience with CRM databases, such as Salesforce, preferred
- Must be available to work Saturdays and occasional evenings

Minds Matter encourages individuals of all racial, ethnic and socioeconomic backgrounds, as well as all gender and sexual identities, to apply for this position. Minds Matter is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other basis prohibited by applicable law.

To apply for this position, please email Lindsey Alves

(lindsey.alves@mindsmatterboston.org) with the subject line "Program Coordinator". Applications will be reviewed and processed in the order received until the position is secured.