



POSITION DESCRIPTION
Regional Operations Coordinator (PT)
Massachusetts Commission on the Status of Women

Reports To: Regional Commissions Director

Classification: Clerk II

Salary Range & Benefits: \$30,000 to \$35,000 - salary commensurate with experience. Comprehensive benefits package and flexible.

Primary Location: 1 Ashburton Place, Boston, MA **(Hybrid)**

Travel Required: 25% or less- You will be expected to travel for this position to commission related events and meetings.

Schedule: Part-time 20-25 hours/week, Flexible schedule with some evening meetings

About this role:

The MCSW is a State-established body charged with reviewing the status of women in Massachusetts and offering recommendations regarding policy that would improve access to opportunities and equality.

This part-time position provides essential administrative and fiscal support to MCSW and its regional commissions. The coordinator will manage core financial documentation, assist with logistics, and help maintain accurate records. The role is ideal for someone seeking a flexible, mission-driven opportunity with impact across the Commonwealth.

MCSW is An Equal Opportunity / Affirmative Action Employer. Women, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Key Responsibilities:

- Provide finance and administrative support to MCSW's regional commissions
- Assist with logistics for meetings and events, including scheduling venues and arranging refreshments
- Manage inventory and place orders for supplies needed by regional commissions
- Collect and organize financial documents, including W-9s, EFT forms, invoices, and vendor quotes
- Perform clerical tasks such as updating budget spreadsheets, conducting research, collect regional commission meeting minutes/agendas and completing required paperwork
- Support special projects and events for any of the 11 regional commissions
- Assist with preparing, distributing, and collecting regional grant applications and related documents
- Track grant expenditures and reimbursement requests from regional commissions
- Enter financial data and ensure accurate processing of related documentation
- Prepare administrative and financial reports as requested by Commissioners or MCSW Directors
- Perform other duties as assigned



Qualifications:

- High School Diploma or equivalent required
- Strong reading, writing, and presentation skills
- Excellent attention to detail and organizational skills
- Ability to follow both written and oral instructions accurately
- Strong planning skills with the ability to maintain detailed and accurate records
- Effective communication and active listening skills
- Ability to work collaboratively and maintain harmonious relationships with a diverse group of colleagues and stakeholders
- Demonstrated initiative, reliability, and perseverance in completing tasks
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Microsoft Teams, SharePoint, Zoom, and related online platforms
- Experience using DocuSign and/or Adobe Cloud software
- Commitment to racial equity, diversity, and inclusion
- Strong cross-cultural communication skills
- Demonstrated leadership and ability to work effectively with diverse communities
- Substantive knowledge or experience in women's advancement issues is preferred
- Experience with Robert's Rules of Order and Open Meeting Law is preferred
- Bilingual or multilingual abilities are a plus
- Must have access to reliable transportation to attend in-person meetings and events
- Flexible schedule required for occasional evening commission meetings

TO APPLY:

Required Documents

- Applications must be submitted by 11:59 p.m. (ET) on July 14, 2025. Please do not upload password-protected documents.
- Upload required documents via [the MSCW website portal](#) or email to MCSW Executive Director Shaitia Spruell at Shaitia.Spruell@mass.gov.
- Please include the following subject line: **Regional Operations Coordinator Applicant**
- Resumes are required for all applicants. To receive full consideration for relevant and specialized experience, all experience listed on your resume must include the following:
 - Month and year start/end dates for each position held, (i.e., 1/2022 - Present or 1/2022 - 1/2024).
 - The number of hours per week spent in each position (i.e., Full-time or 40 hours per week. If part-time, list the number of part time hours, i.e., 20 hours per week).
 - The nature of the duties and responsibilities in each position. In describing your experience, please be clear and specific. We will not make assumptions regarding your experience.
 - Job classification/grade for any Massachusetts State Positions.



- Veterans Documents (if applicable)
- Cover Letter

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

***MCSW is proud to be an equal opportunity employer, and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.*

****MCSW embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible.*