



OPERATIONS COORDINATOR FULL-TIME

My Life My Choice is a survivor-led pioneer in the fight to end the commercial sexual exploitation of children. We believe that no one should be bought or sold. We offer a continuum of survivor-led services, including Survivor Mentoring, intensive case management, groupwork and mental health services; exploitation prevention programming and solutions; and professional trainings and advocacy. Over the past 20 years, we have served more than 3,300 youth and trained more than 21,300 providers, in Massachusetts and nationally.



POSITION OVERVIEW

The full-time Operations Coordinator oversees the daily operations of the My Life My Choice physical office as well as provides administrative support and coordination for our programs and internal systems. This position requires flexibility, creative problem solving and computer skills, and a desire to work in a dynamic and diverse organization working towards social justice. This position reports to the Assistant Director of Operations and Evaluation.

AS OPERATIONS COORDINATOR, YOU WILL:

- Manage mail, visitor schedule, general email address, office phone, and maintain and order office supplies;
- Oversee maintenance of office equipment and minor technology support for staff;
- Maintain office calendars, room reservation calendar, and staff communications;
- Support billing and program database management;
- Help create and/or improve and maintain operational systems across the agency;
- Support Human Resources functions;
- Support accounting and finance functions;
- Provide program support as needed, including but not limited to managing company vehicle schedule and maintenance, client stipend and incentive coordination, and team meeting preparation and coordination;
- Office volunteer coordination and supervision;
- Maintain a welcoming and well-organized office environment (when in person);
- Assist in transportation of clients to and from events and groups when necessary;
- Attend supervision meetings, as well as staff and team meetings and regular trainings;
- Invest yourself in diversity, equity and inclusion work throughout My Life My Choice; and
- Be an engaged and effective ally to survivors of commercial sexual exploitation if that is not part of your own identity.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIRED

- Two years or more experience working in an administrative role;
- Bachelor's degree or equivalent experience;
- Excellent administrative and organizational skills and meticulous attention to detail;
- Ability to work autonomously and as part of a team, self-starter and able to oversee projects and/or processes from start to finish effectively and efficiently;

- Excellent computer skills, including the use of Microsoft products and database systems;
- Flexibility, good judgment, organizational skills, and reliability required;
- Experience managing an office preferred;
- A personal interest in, and commitment to social justice, in particular ending the commercial sexual exploitation of children;
- Ability to work independently as well as create positive working relationships within multiple teams.
- Bilingual preferred;
- Positive attitude and belief in the hope of recovery from commercial sexual exploitation;
- Desire to work in a culturally and racially diverse office setting;
- Ability to work well under pressure, to work as part of a team and to handle multiple tasks simultaneously with poise, enthusiasm, discretion and professionalism; and
- Ability to manage confidential information.
- Survivors of commercial sexual exploitation encouraged to apply.

Salary and Benefits

\$46,000-\$52,000. This position offers a competitive salary and includes medical, dental, 401K with company match, company sponsored pension plan, life insurance, generous personal time off package, tuition reimbursement, long and short term disability, opportunities for continued education/training and more.

My Life My Choice is a Program of Justice Resource Institute (JRI). JRI is an equal opportunity employer and is strongly committed to building and maintaining diverse community. Persons from diverse backgrounds including women, communities of color, the LGBTQ community and people with disabilities are encouraged to apply.



Candidates should email resume and cover letter to: Hiring Manager at mlmcfinfo@jri.org.