



537 Main Street, Suite 12  
Harwich Port, MA 02646  
Tel: 508-430-8130  
[www.EosFoundation.org](http://www.EosFoundation.org)

## **Program Coordinator Job Description**

### **About the Eos Foundation & the Women’s Power Gap Initiative**

The [Eos Foundation](#) is a private foundation making charitable investments in efforts to fight hunger and poverty, and address structural barriers to gender and racial equity through its Women’s Power Gap Initiative. The [Women’s Power Gap Initiative \(WPG\)](#) was created by the Eos Foundation in 2018 to dramatically increase the number of women from diverse backgrounds among CEO and C-suite leaders nationally. We use a data driven approach to accelerate gender diversity by ranking individual companies and institutions against one another, and finding solutions that “fix the system, not the women.” We center women of color in everything we do.

### **Position Overview:**

The Program Coordinator will support the work of the WPG Initiative and report to the President of the Foundation. The successful candidate must be a strong writer, have demonstrated analytical skills, attention to detail, and be aware of the history of the feminist movement. The ideal candidate will thrive in a fast-paced environment that is as creative as it is exacting.

### **Responsibilities:**

- Work closely with the President and Vice President to participate and take notes during internal and external meetings and develop systems to keep the work plans moving.
- Scheduling and executive administrative support.
- Work closely with the Marketing/Communications consultant to implement PR, media, and social media strategies.
- Assist with the recruitment of stakeholders to support the growth of the WPG Initiative.
- Assist with production of reports (content, style, format, distribution), and newsletters.
- Preparation of meeting materials and reports for President/VP.
- Work with the research team as needed.
- Assist with coordinating program planning.

### **Qualifications:**

The ideal candidate for this position will be a consummate professional who represents the work of the Eos Foundation well, while coordinating all aspects of the WPG. To best position WPG for maximum exposure to its multiple and intersecting audiences, they must be able to manage the quality control and distribution of its multiple reports, studies, updates, strategic development, and amplification of its social media presence. They will be a self-starter with superb organizational and communication skills, and will also:

- Have demonstrated experience working in and with diverse communities, particularly communities of color.
- Have a familiarity with the nonprofit sector.
- Bachelor’s Degree preferred, though relevant work experience can substitute for a degree.
- Knowledge of Diversity, Equity, Inclusion practices strongly preferred.
- Outstanding oral and written communication skills, including presentation/design skills, and extensive experience engaging with thought leaders via social media.



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- They should be comfortable and effective at relationship building.
- Ability to work well independently and in a team environment.
- Demonstrate a strong commitment to social justice.
- Well-versed in Microsoft Office suite, including Excel, Outlook, PowerPoint, and Word.
- Must work well in an entrepreneurial environment.
- Must be able to travel to our primary office in Harwich, Massachusetts at least twice per month.

**Compensation:**

Salary and benefits commensurate with qualifications and experience.

Applicants should email their **resume, cover letter, and a writing sample** to [team@womenspowergap.org](mailto:team@womenspowergap.org). Incomplete applications will not be reviewed.

The Eos Foundation is an equal opportunity employer and seeks a diverse candidate pool.