



## Program Coordinator - Boston, MA

### Background

Love Your Menses, Inc. was founded in 2019 in response to the growing wellness need present in our communities, especially communities of color. The mission of Love Your Menses (LYM) is our mission is to dispel myths surrounding menstruation, promote menstrual equity, and build the next generation of leaders by providing an educational, uplifting, and supportive space for Black and Brown girls, women, and all people who menstruate to learn about the menstrual cycle and create innovative public health solutions.

### Overview

We are seeking a part-time Program Coordinator to coordinate activities related to menstrual education and product distribution with a focus on COVID-19 prevention and vaccination in the Greater Boston area. As the Program Coordinator, you will work with community members to facilitate effective and culturally competent workshops and distribute information to inform people of reproductive age about COVID-19 safety, vaccine resources, and how to take care of themselves. The goal of this program is to reduce COVID-19 infections, morbidity, and mortality among Black, Indigenous, and other people of color (BIPOC) of reproductive age in our hardest-hit cities and towns, as well as, to support education and awareness of vaccination efforts in Massachusetts.

### Main Responsibilities:

- Lead the planning and execution of period pop-ups and other community outreach events in the Greater Boston area
- Manage period pop-up volunteer engagement
- Engage with community stakeholders and coalitions that further the organization's mission and programmatic goals to promote COVID-19 equity.
- Assist with programmatic virtual event planning efforts, in collaboration with other staff and external partners, including COVID-19 educational workshops, vaccination clinics, webinars, and more.
- Assist staff in implementing, tracking, and completing grant/contract project deliverables and impact reports

### Details:

- This is a remote temporary position from August 2022 to December 31, 2022 (*with the possibility of extension*).
- Travel within the Greater Boston area
- The Program Coordinator will work 25 hours a week and be compensated \$28.00/hr.
- The Program Coordinator will have opportunities to participate in professional development opportunities
- There are no medical/dental/vision/life insurance benefits due to the temporary nature of this position

### Eligibility

Applicant must:

- Live in the Greater Boston areas
- Have a Bachelor's degree in education, public health, social work, or another related field.
- Have an interest in public health, women's health, adolescent health, or disease prevention
- Comfortable using virtual technology (Zoom, Microsoft Office)
- Able to commit to the full contract period (August 2022- December 31, 2022)
- This is a remote position, but the Project Manager must be able to travel for in-person events

### How to Apply

Interested applicants should submit their resume and letter of interest to Asriel Walker, [awalker@loveyourmenses.com](mailto:awalker@loveyourmenses.com)