



Operations and Communications Manager

The Worksite Wellness Council of Massachusetts has an exciting opportunity for an independent and highly motivated individual for the position of Operations and Communications Manager who wants to play a strategic role in the wellness industry. The Worksite Wellness Council of Massachusetts (WWCMA) is New England's largest community for connection and learning for individuals and organizations dedicated to improving employee well-being. WWCMA provides networking, education, tools, and other resources to help employers cultivate and sustain a culture of health and wellness for employees and their families.

This full-time position with the WWCMA works remotely from home so the ideal candidate must be self-motivated, demonstrate exceptional communication skills, strong follow-up and follow through skills, and ability to manage multiple projects, databases and social media platforms. Although the position works remotely from home, this position is required to travel to WWCMA meetings, events and programs as needed. It is estimated that this position travel up to 20% of the month.

The Operations and Communications Manager is responsible for ensuring organizational effectiveness through the smooth internal operations of the Council and managing the internal and external communications. The Operations and Communications Manager is the sole employee of the Council and is responsible for the day-to-day managing of multiple projects, operations and administrative functions designed to support the mission of the WWCMA in a variety of ways by supporting the Board of Directors and Committees. This position reports directly to the Board Chair.

In addition to the qualities, experience and qualifications listed above, a qualified candidate will have:

- At least 3-5 years of office management and/or operations experience, ideally in a high growth or startup environment
- Proven record of successful project management skills
- Understanding of basic accounting/finance functions
- Desire and ability to work from home
- Ability to travel up to 20% each month
- Excellent oral and written communications skills
- Exceptional organizational skills
- Database and CRM software experience as a user, project manager and troubleshooter
- Ability to develop and execute website and email marketing content
- Proficient with a variety of social media networks and marketing platforms, and ability to learn new platforms as needed.
- Ability to work flexible hours including some nights and weekends if necessary
- Ability to bend, lift to 20 pounds, turn and twist as needed
- High degree of adaptability
- Strong team player attitude
- Sense of humor a plus

- Valued but not required is experience working in a non-profit, start-up or worksite wellness environment.
- Not required but would be helpful if candidate has experience with HTML coding.

WWCMA will protect all candidates' information. WWCMA is an equal opportunity employer.

If you believe you are the right candidate for this position, we would love to hear from you. Please apply by submitting your resume and cover letter to apply@wwcma.org.