



WYSE Branch Coordination Contractor (Remote, Part-Time)

Women and Youth Supporting Each Other (WYSE) is looking for a reliable, detail-oriented **Contractor** to support smooth coordination across our national branches.

This part-time, remote role runs during **Oct - Nov 2025** and **May - June 2026**. You'll play a key role in keeping our organization running smoothly and ensuring that our branches meet important requirements that protect the safety of our mentors and mentees.

Responsibilities

- Collect and track deliverables from WYSE branch directors
- Manage and respond to emails in our shared inbox
- Maintain and update our Deliverables Tracker
- Participate in regular check-ins with the WYSE Board
- Escalate questions or concerns as needed
- Report directly to the WYSE Board

Contract Details

- **Timeline:** Oct - Nov 2025 and May - June 2026
- **Location:** Fully remote
- **Compensation:** \$300/month
- **Hours:** Flexible, estimated 4–6 hours/month

This role is vital to supporting our mission and helping our Board stay organized and informed. It ensures we meet essential documentation and communication standards, reducing risk and supporting a safe, vibrant community for mentors and mentees nationwide.

Interested?

Send a brief message sharing your interest and relevant experience to deliverables@wyse.org.