



Part-Time Program & Operations Coordinator Job Description

Location: Remote, DMV Region (DC, Maryland, Virginia) required

October 2025

Evermore is a nonprofit dedicated to making the world a more livable place for all bereaved people. We connect lived experience with research, advocacy, and systems change to ensure every family receives the support they need in the aftermath of loss. Learn more about our work at evermore.org.

Position Summary

The Program and Operations Coordinator provides essential support across programs, operations, and administration. This role ensures seamless coordination of organizational priorities and day-to-day operations while also contributing to policy development and external communications. The ideal candidate has strong organizational skills, excellent judgment, and experience working in high-level political or executive environments.

Role responsibilities include:

- Provide scheduling, communications, and operational support to advance organizational priorities.
- Assist in the development, coordination, and scheduling of program activities and events.
- Draft and edit reports, policy briefs, correspondence, and presentations for partners, funders, and collaborators.
- Develop and monitor program workplans and track progress against deadlines.
- Coordinate meetings, prepare agendas, take minutes, and manage virtual meeting technology.
- Maintain project documentation, records, and databases to ensure timely and accurate information flow.
- Act as liaison among staff, contractors, and partners to ensure smooth collaboration.
- Research and develop resources to support policy initiatives and organizational efficiency.
- Manage and organize office operations and procedures, ensuring streamlined systems.
- Lead or participate in special organizational projects as assigned.

Qualifications

- 2-3 years of experience in program coordination, operations, or administrative management.

- Demonstrated experience working in political, government, or policy settings.
- Prior experience supporting C-suite executives or senior leadership.
- Highly organized, detail-oriented, and experienced in handling confidential and sensitive information.
- Strong project planning and management skills; able to manage multiple projects and competing deadlines.
- Excellent interpersonal skills, sound judgment, and ability to work across diverse teams.
- Effective written and verbal communication skills, including report writing and policy presentations.
- Proficiency in using technology tools and virtual meeting platforms.
- Self-starter with flexibility to work independently as well as part of a team.
- Proficiency with Microsoft Office and Google Workspace.

Preferred Qualifications

- Experience in politics, advocacy, or policy environments.
- Writing policy, ideally for bipartisan audiences.
- Experience in the hard sciences, ideally.
- Familiarity with project management systems like Asana, Trello, etc.
- Experience with Constituent/Customer Relationship Management (CRM) systems.

Additional Details

- Part-time position with flexible scheduling.
- Remote work with required residency in the DMV region.
- Occasional in-person meetings may be required.

Compensation and benefits

This position is non-exempt. It will pay \$30,000 per year, with the expectation of working about 20 hours per week. Compensation will be dependent on market factors and the candidate's professional experience and capabilities. At this time, no additional benefits are provided.

How to Apply

Please visit evermore.org to learn more about our mission and work. Submit your application to hello@evermore.org with the subject line: "[Name], Coordinator Resume" or via LinkedIn. Please include a cover letter that speaks to your interest in our mission. Please also let us know where you heard about the job.

Evermore is an equal-opportunity employer.