sahiyo
United Against Female Genital Cutting

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Sahiyo Massachusetts Programs Assistant Job Description

Sahiyo is an award-winning, transnational organization dedicated to empowering Asian and other communities to end female genital mutilation/cutting (FGM/C) and create positive social change through dialogue, education, and collaboration based on community involvement. By working towards an FGM/C-free world, we aim to recognize and emphasize the values of consent and a child/woman's right over her own body. We aim to enable a culture in which female sexuality is not feared or suppressed, but embraced as normal. For more, read about Sahiyo's storytelling and our history.

Position Description:

Sahiyo is seeking a detail-oriented, Massachusetts-based Programs Assistant contractor to support the execution of the HOPE MA Project. This project expands local programming and services addressing female genital mutilation/cutting (FGM/C and gender-based violence (GBV) across Massachusetts.

The Programs Assistant contractor will provide high-level operational, administrative, and logistical support across Sahiyo's key state initiatives, including the Activists Retreat, Voices to End FGM/C program, Training and Technical Assistance, and Community Education and Outreach efforts. The contractor will liaise and coordinate closely with Sahiyo's Programs Team and Executive Director to align on project milestones and deliverables.

This is a part-time contractor position (15 to 20 hours per week) for a 1-year duration, subject to renewal based on funding and performance. The contract rate is $18.00 per hour (with pre-approved local travel expenses reimbursed). The position is remote and virtual, but because travel will be needed within Massachusetts, the contractor must be based locally for in-person community outreach and event attendance.

Responsibilities & Duties:

- **HOPE MA Project Support:** Assist with program implementation and logistical coordination to expand Sahiyo's FGM/C and GBV services and programming across Massachusetts. Maintain and update stakeholder contact lists to ensure accurate engagement records and effective internal records.
- **Activists Retreat & Voices Program:** Support operations, participant communication, and administrative tasks for Sahiyo's Activists Retreat and the Voices to End FGM/C storytelling program.

- **Training & Technical Assistance:** Help coordinate scheduling, workshop materials, attendee tracking, and technical setup for training sessions and technical assistance requests.
- **Community Education & Outreach:** Represent Sahiyo at local community events, distribute educational materials, and support outreach strategies to engage impacted communities and allied organizations in Massachusetts.
- **Team Collaboration & Reporting:** Maintain regular communication with the Programs Team and Executive Director regarding progress, deliverable tracking, and administrative tasks.

Required Capabilities & Expertise:

- Currently based in Massachusetts with strong knowledge of or connections to local community networks and the ability to travel within the state for outreach.
- Demonstrated passion for Sahiyo's mission, gender equity, human rights, or anti-gender-based violence initiatives.
- Self-directed with strong organizational and time-management skills with the ability to manage multiple project priorities.
- Clear, empathetic, and professional written and verbal communication skills.
- Proficiency in Google Workspace (Docs, Sheets, Forms) and video conferencing tools (Zoom, Google Meet). Comfort with project tracking systems.
- Proven ability to work both independently as a self-starter and collaboratively as part of a remote team.

Desired Qualities:

- Experience working with diverse, multicultural communities and a commitment to trauma-informed, culturally sensitive practices.
- Prior experience in community outreach, event planning, or non-profit program coordination.

Working Terms & Conditions:

- **Schedule & Location:** The contractor sets their own work hours, provided project deliverables, virtual meeting attendance, and scheduled event commitments are fulfilled in a timely manner.
- **Equipment:** The contractor utilizes their own computer, phone, and home office resources.
- **Tax Status:** As a 1099 independent contractor, the individual is responsible for all self-employment tax obligations. This engagement does not include standard employment benefits.
- **Expenses:** Pre-approved local travel and administrative expenses incurred in the performance of services will be reimbursed by Sahiyo.

How to Submit a Proposal:

To express interest, please submit your Resume/CV and a brief Cover Letter outlining your relevant experience and alignment with Sahiyo's mission to info@sahiyo.org with the subject line: "Proposal: MA Programs Assistant Contractor – [Your Name]".

Proposals will be reviewed on a rolling basis until November 20, 2026.