



MUSEUM of the Peace Corps Experience

Volunteer Position: Finance Coordinator

Vision: The Museum of the Peace Corps Experience (MPCE) envisions connecting people around the world to inspire service and peace, showing that our common humanity is more fundamental than the cultures and ideas that separate us.

Mission: The Museum of the Peace Corps Experience collects and preserves stories and objects of material culture donated by volunteers who serve in communities around the globe. It fosters cultural understanding through education and promotes research on the impact of the Peace Corps, encouraging visitors to serve—wherever they live, however they can.

Title: Finance Coordinator

Purpose:

- Contribute to the sound financial management and operations of the organization

Responsibilities:

- Track expenses and income, making adjustments as needed
- Maintain accurate donor records using NeonOne software
- Support the development and implementation of financial policies and procedures (including internal controls)
- Initiate and implement changes and improvements to financial operations
- Collaborate with the Treasurer on other initiatives and requirements

Time: As needed - approximately 1 to 3 hours per week

Location: This is a remote volunteer position

Reports To: Treasurer

Appointment: Minimum of one year

Qualifications:

- Understands financial principles, budgeting, reporting, basic accounting

- Proficiency with Google Sheets/Excel for record-keeping and reports
- Effective communication skills, both verbal and written
- Ability to uphold ethical standards and maintain confidentiality
- Familiarity with NeonOne (not required)

Support Provided: Orientation/onboarding. Access to necessary software. Works with an accountant under contract. Regular/monthly virtual meetings with team/all hands. Awesome colleagues!

How to Apply: Please send an expression of interest and resume to the email address below with the position title in the subject line: **Finance Coordinator**. In your expression of interest, please cite where you saw the job posting. Thank you!

info@peacecorpsmuseum.org