



**Call for Applications: EXECUTIVE COORDINATOR, Events & Operations**  
(Remote + 2-4 days/month Onsite)

We believe all children should have access to a quality education regardless of their zip code or family income. That's why, **we're on a mission to help leaders of education nonprofits build and sustain more effective organizations that together help thousands of low-income youth achieve against the odds in school, at work and in life.**

To help us make our mission possible, we're looking for an experienced, outgoing, highly-organized and extremely detail-oriented administrative or operations professional with an entrepreneurial spirit and a "consider-it-done" attitude to join us as our **EXECUTIVE COORDINATOR** working full-time generally 32 hours/week, Monday – Thursday.

With your organizational, project management and relationship-building skills, you'll play an important role helping us expand the diversity, impact and influence of our signature investment, the **City Scholars® Fellowship for Education**, a tuition-free nonprofit leadership institute.

Partnering with executive volunteers, our Fellowship for Education helps a vibrant and diverse community of nonprofit CEOs, who are distinguished as City Scholars® Foundation Fellows, build essential business and leadership skills, confidence and connections to grow the after-school and school-based nonprofits they lead from survival to success to significance. **Learn more at [www.cityscholars.org](http://www.cityscholars.org).**

Reporting to our Founder & President/CEO, this high-impact position combines elements of meeting and event coordination, administrative operations and executive assistance ensuring that no two days will ever be alike. We'll look to you, as our **EXECUTIVE COORDINATOR** to work collaboratively with staff and volunteers to:

- **Coordinate logistics for virtual and in-person meetings, monthly Fellowship convenings, quarterly Board meetings and our annual executive volunteer leadership summit**, including (but not limited to) scheduling, researching and securing facilities to accommodate COVID-19 safety protocols, catering, audiovisual support, RSVP tracking, guest/participant confirmations, printed materials, set-up/clean-up, note-taking, expense tracking and meeting/event summaries.
- **Administer essential day-to-day operations**, including (but not limited to) gift processing and acknowledgements, donor database management, administrative support for donor engagement and strategic communications, financial recordkeeping, office administration and executive support for our Founder & President/CEO.

With you on board, City Scholars® Foundation will continue to grow forward operating like a well-oiled machine with all of the logistics, operations and administrative "puzzle pieces" falling in place perfectly.

- more -

**To succeed in this role, you will need to:**

- think BIG while implementing with excellence; enjoy working within a small-staff environment; and, be confident interacting with and enjoy supporting high-impact corporate and community leaders, including our Founder & President/CEO.
- possess a Bachelor's degree and a proven track record of success as a high-performing, responsible and self-motivated administrative or operations professional who excels working independently and collaboratively in both traditional office and virtual environments. Meeting and event coordination experience is a must and experience with donor outreach and engagement is a plus.
- have experience (professional and/or volunteer) in the social impact sector (philanthropy or nonprofit) and share our passion for helping leaders with heart help low-income youth achieve against the odds.
- take ownership and initiative; balance focus with flexibility and enthusiasm with patience; have strong analytical and problem-solving skills; demonstrate excellent written and verbal communication skills; be extremely detail-oriented; thrive managing multiple (sometimes changing) priorities and projects with minimal supervision; and, handle confidential matters with discretion.
- be highly proficient with Microsoft Office and G-Suite. Proficiency with Quickbooks, SurveyMonkey, Salesforce, WordPress, Canva, Adobe Creative Suite and various social media is a major plus. Working knowledge of basic bookkeeping and principles of nonprofit accounting strongly preferred.
- present proof of full COVID-19 vaccination; possess a valid driver's license; own or have access to a reliable automobile with proof of insurance; and, be able to lift 20 lbs.

**COMPENSATION:** As our **EXECUTIVE COORDINATOR**, you'll start earning \$48,000 - \$52,000/year working generally 32 hours/week, Monday – Thursday. This high-impact position is classified as full-time, non-exempt, benefits eligible.

**BENEFITS:** Upon successful completion of the Introductory Period, full-time employee benefits include:

- Four-Day Workweek, Monday – Thursday + occasional Fridays
- Hybrid location = Remote + 2 - 4 days/month on-site in Downtown Los Angeles or surrounding region
- Holiday Pay (10 - 12 organization holidays/year including end-of-year office closure)
- Employer contribution to group health plan and to retirement savings plan
- Public transportation commuter benefit plan (for the days we work together in person)

Our office hours are Monday – Thursday, 9:00 a.m. – 6:00 p.m. We take lunchtime seriously and are closed to the public most Fridays to give our team time to reflect, renew and recharge. We work together virtually most of the week; and aim to work together in person one day a week in Downtown Los Angeles or at various locations throughout the Greater Los Angeles region. Of course, we practice all COVID-19 safety protocols to ensure the health and wellbeing of our team.

**HOW TO APPLY:** Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing why our mission matters to you and why you are the rock star Executive Coordinator we need. Email both applicable documents as **PDF files to [team@cityscholars.org](mailto:team@cityscholars.org)**. Only qualified applicants selected for the interview process will be contacted. No phone calls please. City Scholars® Foundation is an equal opportunity employer. *Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.*