



Call for Applications: EXECUTIVE COORDINATOR (Remote + 2-4 days/month Onsite)

We believe every child deserves a quality education regardless of their zip code or family income. That's why, as a tax-exempt, for purpose corporation established in 1993, we're helping over 69,000 predominantly low-income youth each year have a better chance to learn and achieve against the odds by strengthening the leadership and accelerating the impact of 23 critical education nonprofits.

If you (1) share our passion for equity in education, (2) have a demonstrated gift for administration, meeting/event/project coordination and executive assistance and (3) would enjoy supporting, learning from and contributing to a powerful community of equity-minded education nonprofit leaders, then we invite you to submit your application for consideration as our **EXECUTIVE COORDINATOR**.

Reporting to our Founder & President/CEO, you'll work generally 32 hours/week, Monday – Thursday, plus several Fridays throughout the year for board meetings, community events and/or special projects. With your organizational, project management and relationship-building skills, you'll be our administrative "backbone" and will play an important role helping us expand the diversity, impact and influence of our signature investment, the tuition-free **City Scholars® Fellowship for Education**, an innovative, multi-year nonprofit leadership institute and capacity building partnership.

Behind every great nonprofit is a great leader who needs more than heart to keep the lights on and the doors open. Partnering with TEAM City Scholars® executive volunteers, our Fellowship for Education inspires, challenges, equips and encourages a growing and diverse community of extraordinarily collaborative education nonprofit CEOs, who are distinguished as City Scholars® Foundation Fellows. Through continuing education, leadership coaching, mentoring, networking and critical accountability, our Fellowship for Education empowers Foundation Fellows to grow after-school, school-based and youth-focused nonprofits from survival to success to significance. Be inspired at www.cityscholars.org.

We'll look to you, as our **EXECUTIVE COORDINATOR** to work collaboratively with staff and volunteers to:

- Assist our Foundation Manager with planning, logistics and session prep/follow-up for monthly Fellowship for Education events (in-person/virtual), including annual Kick-Off and year-end Retreat
- Coordinate logistics for, take minutes at and support Board meetings.
- Coordinate logistics for and participate in our annual TEAM City Scholars® Leadership Summit
- Support philanthropy outreach and communications, including assisting with the preparation, submission and tracking of sponsor invitations, grant proposals and donor appeals; social media fundraising; gift processing/acknowledgements; donor database management; and, website/social media updates
- Assist our Foundation Manager with financial recordkeeping and reporting (using Quickbooks)
- Administer our "mobile" office and any IT troubleshooting (Zoom, Dropbox, Digital Phone, Gsuite)
- Coordinate scheduling, calendar management and travel for our Founder & President/CEO
- Special projects, as assigned.

To enjoy this role and make the biggest difference, you will need to:

- possess a Bachelor's degree (or equivalent education and professional experience) and a proven track record of success as a high-performing, responsible and self-motivated administrative professional who excels working independently and collaboratively in both traditional office and virtual environments. Experience with meeting and event coordination, philanthropy support and board assistance is a plus.
- think BIG while implementing day-to-day details with excellence; enjoy working within a small, highly collaborative and supportive organization; and, be confident interacting with and enjoy supporting high-impact corporate and community leaders, including our Founder & President/CEO.
- 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.
- 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 join our team earning \$50,000/year working generally 32 hours/week, Monday – Thursday + occasional Fridays (approximately 1688 hours/year x \$29.62/hour). This high-impact generalist role is classified as non-exempt and full-time benefits eligible.

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

- Four-Day Workweek, Monday – Thursday (9:00 a.m. – 6:00 p.m.) + occasional Fridays for board meetings, community events and/or special projects.
- Hybrid Location = Remote + 2 – 4 days/month on-site in Downtown Los Angeles or surrounding region
- Holiday Pay (including 15 - 17 organization holidays/year including end-of-year office closure)
- Employer contribution to group health plan and to Simple IRA retirement savings plan
- Public transportation commuter benefit plan (for the days we work together in person)
- Professional development opportunities

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 from our "mobile office" most of the week; and aim to work together in person (practicing all COVID safety protocols) one day a week in Downtown LA or the Greater LA region.

HOW TO APPLY: Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing why our mission matters to you and how you can help us expand our impact serving as our **EXECUTIVE COORDINATOR**. Email both applicable documents as **PDF files to 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.*