



Call for Applications: **FOUNDATION COORDINATOR**

Are you an energetic, resourceful and highly-organized education advocate? Would you love coordinating meetings, events, data and projects to help over 50,000 low-income youth each year achieve against the odds? If so, we invite you to submit your application for consideration as our **FOUNDATION COORDINATOR**.

WHO WE ARE:

We are City Scholars® Foundation. **We believe every child deserves a quality education regardless of their zip code or family income.** Our passion for equity in education drives everything we do.

As a tax-exempt, for purpose corporation established in 1993, we help thousands of low-income youth, particularly those of color, have a better chance to learn and achieve against the odds by strengthening the leadership and accelerating the impact of critical education nonprofits.

WHAT WE DO:

Behind every great nonprofit is a great leader who needs more than heart to keep the lights on and the doors open. That's why, we partner with equity-minded corporations, foundations and individuals to sponsor our signature investment, the tuition-free City Scholars® Fellowship for Education, an innovative, multi-year nonprofit leadership institute and capacity building partnership.

Powered by TEAM City Scholars® executive volunteers, our Fellowship for Education invests in and partners with a growing and diverse community of formally nominated and rigorously vetted 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 help each other grow after-school, school-based and youth-focused nonprofits from survival to success to significance. Together, our Foundation Fellows help over 50,000 predominantly low-income youth each year achieve against the odds. **Be inspired at www.cityscholars.org.**

WHAT YOU'LL DO:

As our **FOUNDATION COORDINATOR**, you'll join a highly collaborative and supportive team of executive volunteers and staff who together, as **[TEAM City Scholars®](#)**, make our mission possible. You'll report to our Founder & President and work closely with our Associate Director and Associate(s).

Taking charge of day-to-day program and event logistics while also supporting communications, philanthropy and business operations, you'll help us expand the diversity, impact and influence of our Fellowship for Education throughout Southern California and beyond.

WHO YOU ARE:

As a passionate advocate for greater equity in education, you:

- possess a Bachelor’s degree and a proven track record of post-collegiate success (ideally 5 years or more) as a high-performing, self-motivated, impact-driven professional with a “let’s do this” attitude who excels working independently and collaboratively in both traditional office and virtual environments. Experience supporting leadership development or nonprofit capacity building is a plus.
- think BIG while implementing projects large and small with excellence; 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; are extremely detail-oriented; thrive managing multiple (sometimes changing) priorities and projects with minimal supervision; and, handle confidential matters with discretion.
- are highly proficient with Microsoft Office and G-Suite. Proficiency with Dropbox, Zoom, SurveyMonkey, Salesforce, QuickBooks, WordPress, Canva, Adobe Creative Suite and various social media is a plus.
- can 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 valid registration; and, can lift 20 lbs.

COMPENSATION:

As our **FOUNDATION COORDINATOR**, you’ll earn \$50,000 - \$55,000/year as a full-time (Monday – Thursday, 9:00 a.m. – 6:00 p.m. + occasional Fridays), non-exempt, benefits eligible employee.

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
- Hybrid Location = Remote + 2 – 4 days/month on-site in Downtown Los Angeles or surrounding region
- Holiday Pay (18 - 20 organization holidays/year including end-of-year office closure)
- Employer contribution to group health plan and 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 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 Los Angeles 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 **FOUNDATION 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.*