



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: **EXECUTIVE COORDINATOR**

Put your passion and talent to work helping education nonprofits thrive. City Scholars® Foundation brings corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively each year help over 50,000 low-income youth succeed in school, at work and in life.

To expand our impact throughout Southern California and beyond, we're looking for an exceptionally organized and highly-motivated **EXECUTIVE COORDINATOR** to serve as our "administrative backbone" working full-time generally 32 hours/week (Monday – Thursday + occasional Fridays).

This high-impact role combines elements of (1) meeting and event coordination, (2) philanthropy and communications support, (3) office administration, (4) financial recordkeeping and reporting and (5) executive assistance ensuring that no two days will ever be alike.

If you share our passion for helping education nonprofits expand opportunities for thousands of underserved youth and would love to join an amazingly collaborative and supportive team of executive volunteers and staff who together, as TEAM City Scholars®, make our mission possible, then we look forward to reviewing your application.

WHO WE ARE:

We are City Scholars® Foundation, a tax-exempt, for purpose corporation founded in 1993. **We believe every child deserves a quality education regardless of their zip code or family income.** In high-poverty, under-resourced communities, education nonprofits play a critical role helping schools and families give thousands of youth a better chance to learn and achieve against the odds. That's why we're passionately committed to helping education nonprofits thrive.

WHAT WE DO:

As demand increases and resources shrink, education nonprofits depend upon resourceful and resilient leaders who need more than heart to keep the lights on and the doors open. To help these vital community organizations and their leaders grow strong, survive and thrive, we partner with equity-minded corporations, foundations and individuals to sponsor the City Scholars® Fellowship for Education, an innovative, tuition-free collaborative leadership development institute.

Powered by TEAM City Scholars® executive volunteers, our Fellowship for Education invests in and partners with highly-motivated nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow after-school, school-based and out-of-school nonprofits from survival to success to significance. Our Foundation Fellows and the education nonprofits they lead collaborate each year to help over 50,000 predominantly low-income, ethnically diverse youth throughout Southern California prepare for college, career and/or community leadership. **Be inspired at www.cityscholars.org.**

www.cityscholars.org

WHAT YOU'LL DO:

As our **EXECUTIVE COORDINATOR**, you'll report to our Founder & President/CEO and work closely with our Associate Director and Graduate Associate. Core accountabilities for this high-impact role include among others:

- coordinating logistics for (including but not limited to scheduling, facilities, catering, AV, guest confirmations, volunteers, printed materials, event setup/close-out, post-event surveys and summary, etc.) and participating with our annual TEAM City Scholars® Executive Volunteer Leadership Summit
- coordinating logistics for, taking minutes at, supporting and tracking action item follow-up for quarterly Board meetings and our annual Board retreat
- assisting our Associate Director with planning, logistics and session prep/follow-up for and participating in monthly Fellowship for Education convenings (in-person/virtual), including annual Kick-Off and year-end Retreat
- supporting philanthropy outreach and communications, including assisting with the preparation, submission and tracking of sponsorship invitations, grant applications and donor appeals; helping TEAM City Scholars® executive volunteers coordinate social media birthday/special event fundraisers; and, coordinating website and social media updates
- processing donations, pledges and pledge payments, including making donor thank you calls upon receipt of contributions, preparing and sending timely and personalized gift acknowledgement letters and appropriately updating our donor database and campaign trackers.
- assisting our Associate Director and pro bono accountant (who is a TEAM City Scholars® Executive Council member) with day-to-day financial recordkeeping (using Quickbooks accounting software), monthly bank and brokerage account reconciliations and the preparation of monthly, quarterly and annual financial reports and required filings.
- ensuring our hybrid “mobile” office runs smoothly including reserving office space when needed; picking up mail and/or requesting mail forwarding; processing, scanning and filing mail received, maintaining orderly corporate email inboxes, ordering equipment and supplies and troubleshooting IT (Zoom, Dropbox, Digital Phone, G-Suite)
- providing administrative, scheduling and travel coordination support for our Founder & President/CEO

WHO YOU ARE:

As a passionate advocate for education equity, you:

- possess a Bachelor's degree (or equivalent education and experience) and a proven track record of success as a high-performing, well-organized, self-motivated, impact-driven team player who excels working independently and collaboratively in both traditional office and virtual environments. Previous administrative/office management experience is required. Experience coordinating meeting and events for and supporting high-impact corporate and community leaders is a plus.

WHO YOU ARE (continued):

- 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, Quickbooks, Salesforce, SurveyMonkey, WordPress, Canva, Adobe Acrobat Pro 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 **EXECUTIVE COORDINATOR**, you'll join our team earning \$30/hour (or approximately \$50,000/year) working generally 32 hours/week, Monday – Thursday + occasional Fridays. This high-impact role is classified as hourly, non-exempt and full-time benefits eligible.

BENEFITS:

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

- Four-Day Workweek, Monday – Thursday (Office Hours: 9:00 a.m. – 6:00 p.m./Event Days 8:30 a.m. – 4:30 p.m.) + occasional Fridays
- Hybrid Location = Remote + 2 – 4 days/month on-site in Downtown Los Angeles or surrounding region
- Holiday Pay (18 - 20 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)

We believe you can take care of yourself and still change the world. To support a healthy work-life balance for our employees, we offer a 32-hour full-time Monday – Thursday workweek with occasional work on Fridays for board meetings, community events and special projects. Moreover, we set our goals and our pace to align with our commitment to organizational and individual sustainability.

As a staff team, 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. We take lunchtime seriously and are closed to the public most Fridays to give our team time to reflect, renew and recharge for the week ahead.

HOW TO APPLY:

Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing why our mission matters to you and how you, as our **EXECUTIVE COORDINATOR**, can help the Foundation operate efficiently and effectively as we grow forward. Email both application 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.*