



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications:

EXECUTIVE COORDINATOR (30 hrs/wk, Hybrid + Benefits)

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 help over 50,000 low-income youth each year succeed in school, at work and in life.

To expand our impact throughout Southern California and beyond, we're looking for a highly-motivated, exceptionally organized, proactive and resourceful **EXECUTIVE COORDINATOR** to join our team.

Working 30 hours/week, Monday – Thursday plus additional hours on designated Fridays for meetings, events and/or special projects, our **EXECUTIVE COORDINATOR** supports (1) meeting and event coordination, (2) communications and philanthropy outreach and (3) administrative operations. Our team collaborates virtually with 2 – 3 in-person meetings/events each month in Downtown Los Angeles or the surrounding region.

If you share our passion for helping education nonprofits build brighter futures for thousands of underserved youth, have a track record of success in administration and program support and would love to join an amazingly collaborative, supportive and fun-loving 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, a collaborative leadership and capacity building 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 education-focused 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, work closely with our Associate Director and part-time Associate(s) and interact extensively with corporate and community leaders. Core accountabilities for this high-impact role include among others:

- **Coordinating meeting and event logistics for the Foundation and our Fellowship for Education**, including (but not limited to) scheduling, calendar/zoom invites, facilities, catering, audiovisual, zoom tech support, RSVP tracking, guest confirmations, nametags, printed materials, set-up/pack-down, note-taking, expense tracking and meeting/event summaries. Convenings range from virtual small groups with 6 – 8 participants to larger in-person events with up to 75 – 80 guests.
- **Supporting communications and philanthropy outreach**, including (but not limited to) maintaining accurate contact databases; assisting with website maintenance, e-communications and social media updates; researching prospective funders; assisting with the preparation, submission and tracking of funding proposals and appeals; processing donations, pledges and pledge payments; updating donor databases, accounting records and campaign trackers; making thank you calls upon receipt of contributions; and, preparing and sending personalized gift acknowledgements.
- **Administering day-to-day operations**, including (but not limited to) processing invoices and expense reimbursements; maintaining accurate and timely financial records (using Quickbooks accounting software); reserving office space when needed; processing mail; managing corporate email inboxes; ordering equipment and supplies; troubleshooting virtual office IT (Zoom, Dropbox, Digital Phone, Google Workspace); and, providing administrative and scheduling support for our Founder & President/CEO.

WHO YOU ARE:

As a mission-focused, impact-driven professional, you:

- possess a Bachelor's degree and a demonstrated passion for expanding educational opportunities for low-income youth as evidenced by your professional and/or volunteer service.
- offer a proven track record of success as a versatile, high-performing, well-organized, self-motivated and accountable team player who is ready to excel working independently and collaboratively in a largely virtual small-team environment.
- 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; have a keen eye for detail; thrive managing multiple (sometimes changing) priorities and projects with minimal supervision; and, handle confidential matters with discretion.
- are highly proficient with Microsoft Office and Google Workspace. Proficiency with and/or the willingness and ability to learn Dropbox, Zoom, Quickbooks, Salesforce, SurveyMonkey, WordPress, Canva, Adobe Acrobat Pro software 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 us earning \$30/hour working 30 hours/week, Monday – Thursday, plus additional hours on designated Fridays for meetings, events and special projects.

BENEFITS:

Our team collaborates virtually with 2 – 3 in-person meetings/events each month in Downtown Los Angeles or the surrounding region. Upon successful completion of the Introductory Period, employee benefits for this non-exempt position also include:

- Paid Time Off (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)

HOW TO APPLY:

Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing why our mission matters to you; how, as **EXECUTIVE COORDINATOR**, you can help the Foundation operate efficiently and effectively as we expand our impact and influence; and, your best advice for working successfully in a small-team virtual office environment.

Email both application documents as **one PDF file to team@cityscholars.org**. Please indicate the following in the subject line: *Last Name, First Name - Executive Coordinator Application*. 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.*