

# City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

## Call for Applications: EXECUTIVE COORDINATOR

**Be a part of something bigger. Put your passion and talent to work helping education nonprofits thrive.**

At City Scholars® Foundation, we're on a mission to do just that, as we bring corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively give each year over 56,000 low-income youth a better chance to learn and achieve against the odds.

To expand our impact throughout Southern California and beyond, we're looking for a collaborative, proactively motivated, detail-oriented and organizationally gifted **EXECUTIVE COORDINATOR** to join our team working part-time generally 30 hours/week. With sleeves up, hands on and a heart for helping nonprofit leaders and the children they serve succeed, our **EXECUTIVE COORDINATOR** serves as the "administrative backbone" for the Foundation and our signature investment, the City Scholars® Fellowship for Education.

Reporting to our Founder & President, this high-impact role combines elements of executive assistance, meeting and event coordination, communications and philanthropy support and administrative operations.

If you (1) have a knack for coordinating, synthesizing and organizing lots of data, details and moving parts to keep everything running according to plan AND (2) would love joining forces with a small dedicated staff and a growing community of collaborative, fun-loving executive volunteers who, together as TEAM City Scholars®, make the Foundation's mission possible, then we look forward to reviewing your application.

### **WHO WE ARE:**

We are City Scholars® Foundation, a small yet growing philanthropic organization 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 youth succeed both in and out of the classroom. That's why we're passionately committed to helping education nonprofits thrive.

### **WHAT WE DO:**

To survive and thrive, quality education nonprofits depend upon resourceful, resilient and collaborative leaders who need more than heart to keep the lights on and the doors open. Because education counts and leadership matters, we partner with executive volunteer donors, corporate and foundation partners and other leadership donors to sponsor the **City Scholars® Fellowship for Education.**

As a collaborative, tuition-free leadership and capacity building institute, our Fellowship for Education invests in and partners with a diverse community of highly-motivated nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow out-of-school time and school-based education nonprofits (currently 21) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower over 56,000 low-income, high-potential youth each year throughout the five-county Greater Los Angeles region to succeed in school, at work and in life. Be inspired at [www.cityscholars.org](http://www.cityscholars.org).

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#### **WHAT YOU'LL DO:**

As **EXECUTIVE COORDINATOR**, you'll have a unique opportunity to achieve significant impact working part-time generally 30 hours/week, Monday - Thursday. In this pivotal role, you'll provide the administrative, logistical and operational support we need to help a growing network of education nonprofits both survive and thrive giving thousands of low-income youth a better chance to learn and achieve against the odds.

You'll work closely day-to-day with our Associate Director and Foundation Intern(s); interact extensively by phone, email and in-person with TEAM City Scholars® executive volunteer donors, corporate, foundation and community partners and other supporters; and, represent the Foundation with a high level of professionalism at all internal and external events. Core accountabilities for this high-impact role include among others:

#### **Executive Assistance**

- providing scheduling, travel coordination and administrative support for our Founder & President, including assisting with efforts to identify, recruit and engage executive volunteers, who as members of TEAM City Scholars®, serve as leadership advisors for our Foundation Fellows and as advocates and ambassadors for the Foundation.

#### **Meeting & Event Coordination**

- scheduling, coordinating and/or assisting with logistics for and supporting in-person and virtual Fellowship for Education annual events and monthly convenings, quarterly Board meetings and our annual TEAM City Scholars® Leadership Summit for Board, Executive Council and Staff. Meetings and events range from small groups of 7 – 10 to larger convenings with 50 – 60+ participants.

#### **Communications & Philanthropy Support**

- coordinating website, social media and e-communications updates; maintaining accurate contact and donor databases; assisting with impact communications, funding requests and outreach campaigns; supporting donor research, cultivation and engagement; and processing donations, pledges, pledge payments and gift acknowledgements.

#### **Administrative Operations**

- assisting with day-to-day financial administration (using Quickbooks) including processing invoices and expense reports; supporting HR, IT and other business administration; and, ensuring our hybrid office runs smoothly by reserving conference space, processing mail and maintaining orderly digital files and corporate email inboxes.

#### **WHO YOU ARE:**

##### **To thrive in this role and achieve significant impact, you:**

- share our passion for helping education nonprofits close the achievement and opportunity gap for thousands of low-income, underserved youth as demonstrated through your professional and/or volunteer service.
- have earned a Bachelor's degree; and, offer at least three (3) years of experience working with and/or supporting senior leadership in an administrative, project coordination or program support role preferably in a nonprofit or philanthropic environment.

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- are a versatile, flexible, “let’s do this” team player who is highly self-accountable, impact-driven and excels working independently and collaboratively in hybrid, small team office environments. Experience coordinating in-person and virtual meetings and events for high-impact corporate and community leaders helps ensure success and is strongly preferred.
- 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, Google Workspace and Zoom. Experience using Quickbooks is preferred but not required. Proficiency with and/or the ability to quickly learn Dropbox, Salesforce, SurveyMonkey, WordPress, Canva, Adobe Acrobat Pro software and various social media is a plus.
- can present proof of full COVID-19 vaccination; have a dedicated, secure workspace and reliable, high-speed internet for remote work and collaboration; possess a valid driver’s license; own or have access to a dependable automobile with proof of insurance and valid registration; and, can lift 20 lbs.

#### **COMPENSATION:**

As **EXECUTIVE COORDINATOR**, you’ll join our team earning \$31.50/hour working part-time generally 30 hours/week, Monday – Thursday + additional hours on designated Fridays (approximately 5 – 10/year) for quarterly board meetings, the annual TEAM City Scholars® Leadership Summit and special projects.

#### **BENEFITS:**

- Hybrid Workplace (Remote + Downtown LA): Employees must be able to participate in and/or support in-person meetings, site visits and events held at various locations throughout the Greater LA region.
- Commuter Benefit Plan for in-office work and in-person meetings and events
- Paid Time Off (including end-of-year office closure)
- Employer Contribution to group health plan and SIMPLE IRA retirement savings plan upon eligibility
- Professional Development Opportunities

#### **HOW TO APPLY:**

Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing a. what fuels your passion for our mission, b. how, as our **EXECUTIVE COORDINATOR**, you can help make our mission possible and c. why you want to join TEAM City Scholars®.

Email both application documents as **PDF files to [team@cityscholars.org](mailto: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.*