

City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: EXECUTIVE COORDINATOR

(Part-Time, 30 hours/week, M – Th/F + Benefits)

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 31,000 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 (M–Th + additional hours on designated Fridays for events and special projects) in a hybrid, mission-driven environment. Compensation is \$28 - \$30/hour (depending upon experience) + benefits with room to grow based upon performance and the Foundation's success.

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 & event coordination and administrative operations ensuring no two days will ever be alike.

If you're ready to grow with us – and not just work for us, we look forward to reviewing your application.

WHO WE ARE:

We are City Scholars® Foundation, a small philanthropic organization founded in 1993 with a bold vision for exponential impact. **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've partnered since 2014 with a growing corps of executive volunteer donors, corporate and foundation partners and other supporters to sponsor the **City Scholars® Fellowship for Education**.

As a collaborative, multi-year leadership institute and impact network, 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 24) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower over 58,000 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.

www.cityscholars.org

WHAT YOU'LL DO:

As **EXECUTIVE COORDINATOR**, you'll provide the administrative, logistical and operations support the Foundation depends upon to thrive. With your energy, enthusiasm and commitment to excellence, you'll make our mission possible -- helping 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 high-level administrative, scheduling and travel coordination support to force multiple the efficiency and effectiveness of our Founder & President who continues to serve as the chief architect and evangelist for the Foundation and our Fellowship for Education.

Meeting & Event Coordination

- coordinating logistics for (i.e. scheduling, facilities, catering, RSVPs, printing, audiovisual, zoom facilitation, set-up/pack down, etc.) 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.

Administrative Operations

- ensuring our hybrid office runs smoothly (i.e. reserving conference space, processing mail, maintaining orderly digital files and corporate email inboxes, etc.); collaborating with our Associate Director to support day-to-day financial administration (using QuickBooks accounting software); assisting with HR, IT and other business administration; and, providing administrative and logistical support for communications outreach and philanthropy operations.
- coordinating, supporting and assisting with other duties and special projects as assigned.

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 youth as demonstrated through your professional and/or volunteer service.
- have earned a Bachelor's degree (strongly preferred); and, offer at least three (3) years of experience successfully working with and/or supporting senior leadership in an administrative, project management or operational role preferably in a nonprofit or philanthropic environment.
- 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.

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- 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 proactive 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 strongly preferred. 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.
- 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 \$28 - \$30/hour (depending upon experience and QuickBooks proficiency) with room to grow based upon performance and the Foundation's success. You'll work generally 30 hours/week during office hours (9:30 am – 5:30 pm) in a hybrid, mission-driven environment (M–Th + designated Fridays for events 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 with event set-up beginning at 8:30 a.m. Current in-person collaboration is generally 2 - 4 times/month. Flexibility to work on Fridays as needed is required.
- 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, (2) a brief, yet 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® at this time as a part-time employee; and **(3) a brief statement indicating your proficiency** (high, medium, low or none) with QuickBooks (particularly QuickBooks for Nonprofits), Microsoft Office, Google Workspace, Dropbox, Zoom, Salesforce, Canva and Adobe Acrobat Pro.

Email both application documents as **PDF files 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.*