

City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: EXECUTIVE COORDINATOR (Full-Time)

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—ensuring over 31,000 low-income, high-potential youth each year have 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.

With sleeves up, hands on and a heart for helping nonprofit leaders and the children they serve succeed, our **EXECUTIVE COORDINATOR** serves as a **strategic operations partner** and **mission-driven integrator** coordinating the people, processes and projects that power the Foundation and our signature investment, the City Scholars® Fellowship for Education. Reporting to our Founder & President, this high-impact generalist role combines elements of meeting and event coordination, strategic executive support, communications and philanthropy support, and administrative operations—guaranteeing 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 tax-exempt, for-purpose corporation established in 1993 with a bold vision: to expand educational opportunity for thousands of low-income youth. **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 our mission — 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 31,000 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.

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WHAT YOU'LL DO:

As our **EXECUTIVE COORDINATOR**, you'll be the **engine behind our mission**—aligning logistics, systems, and relationships the Foundation depends upon to thrive. With your energy, initiative, and commitment to excellence, you'll help a growing network of education nonprofits and their leaders both survive and thrive—giving thousands of low-income youth a better chance to learn and achieve against the odds.

You'll work side-by-side with our small but mighty staff—including our Associate Director and Foundation Intern(s) —and **engage** regularly with TEAM City Scholars® executive volunteer donors, corporate and foundation partners, and other community supporters. You'll represent the Foundation with a high level of professionalism at all internal and external events, and gain a front-row seat to nonprofit leadership and systems-level change.

CORE RESPONSIBILITIES – all equally vital to our mission's success:

Program Event & Meeting Coordination

- Coordinate logistics for in-person and virtual events, including: scheduling, venue and AV, catering, printed materials, Zoom hosting, RSVP tracking, and set-up/breakdown
- Support monthly Fellowship convenings, annual events, quarterly Board meetings, and the TEAM City Scholars® Leadership Summit
- Meetings and events range from small groups (7–10 participants) to larger convenings (50–60+ participants)

Strategic Executive Support

- Coordinate scheduling, manage logistics and administrative reporting, ensure follow-through on key priorities, and provide high-level support to amplify the impact of our Founder & President
- Assist our Founder & President and Associate Director with recruitment, onboarding, communications, and stewardship efforts to foster strong relationships and sustained engagement with and among our Board of Directors and Executive Council

Communications & Philanthropy Support

- Assist with impact storytelling, funder research, and social media fundraising
- Support preparation, submission, and tracking of grant proposals, donor appeals, and sponsorship invitations
- Process and acknowledge gifts, make donor thank-you calls, and help manage our donor database, website, and social media updates

Administrative Operations

- Help keep our hybrid office running smoothly: manage email inboxes, reserve space, process mail, and maintain digital file systems
- Support financial administration in collaboration with our Associate Director using QuickBooks accounting software
- Assist with HR, IT, and general business operations

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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 experience.
- **Hold a Bachelor's degree and bring a proven track record** of effectively supporting senior leadership in operational, project coordination, and/or administrative roles—ideally within a mission-driven nonprofit or philanthropic environment. Experience coordinating events and meetings for corporate and community leaders is strongly preferred.
- **Are a versatile, impact-driven team player** with a “let’s do this” attitude—highly self-accountable, collaborative, and able to work independently in a hybrid, small-team office setting.
- **Think big and implement projects large and small with excellence.** You take ownership and initiative, balance focus with flexibility, and combine enthusiasm with patience to follow-through and finish with a keen eye for detail. You have strong analytical and problem-solving skills, excellent written and verbal communication, and thrive managing multiple (sometimes changing) priorities in a fast-paced environment with minimal supervision. You also handle confidential matters with discretion.
- **Are tech-savvy and resourceful.** You’re highly proficient with Microsoft Office, Google Workspace, and Zoom. Experience with QuickBooks is strongly preferred. Familiarity with Dropbox, Salesforce, SurveyMonkey, WordPress, Canva, Adobe Acrobat Pro, social media platforms and project management tools (e.g., Monday.com, Trello) is a plus—and so is a willingness to learn.
- **Meet key logistical requirements.** You have a dedicated, secure workspace and reliable, high-speed internet for remote work and collaboration. You possess a valid driver’s license; have access to a dependable, insured vehicle with current registration; and, are able to lift 20 lbs.

COMPENSATION:

As our **EXECUTIVE COORDINATOR**, you’ll earn **\$33/hour**, working full-time at 35 hours/week (Monday–Friday, 9:30 a.m. – 5:30 p.m.) with a one-hour unpaid lunch break. This equates to approximately **\$60,000/year**, with room to grow as we grow—based on your contributions and the Foundation’s success. Additional hours may occasionally be required to support meetings, events, or time-sensitive projects and will be compensated in accordance with applicable wage and hour laws.

BENEFITS:

- **Hybrid Workplace (Remote + Downtown LA):** Employees must be able to participate in and/or support in-person meetings, events, and site visits across the Greater LA region, with event set-up typically beginning at 8:30 a.m. In-person collaboration currently takes place 2–4 times/month.
- **Commuter Benefit Plan:** for in-office and event-related travel
- **Paid Time Off:** including year-end office closure
- **Employer Contribution:** to group health plan and SIMPLE IRA retirement savings plan (upon eligibility)
- **Professional Development Opportunities:** available throughout the year

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HOW TO APPLY:

Please submit the following three items:

1. Your **professional resume**
2. A brief but thoughtful **cover letter** addressing:
 - a. What fuels your passion for our mission?
 - b. How you can help make our mission possible as **EXECUTIVE COORDINATOR**?
 - c. Why you want to join TEAM City Scholars® at this time?
3. A brief **statement indicating your proficiency** (high, medium, low, or none) with the following tools:
 - a. QuickBooks (particularly QuickBooks for Nonprofits)
 - b. Microsoft Office
 - c. Google Workspace
 - d. Dropbox
 - e. Zoom
 - f. Salesforce
 - g. Canva
 - h. Adobe Acrobat Pro
 - i. Social Media Platforms
 - j. Project Management Tools (e.g., Monday.com or Trello)

Email your 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.*