

City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: EXECUTIVE COORDINATOR

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

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 40,000 low-income, high-potential youth each year have a better chance to learn and achieve against the odds.

To expand our impact, we're looking for a collaborative, proactively motivated, organizationally gifted and detail-oriented **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 the “administrative backbone” for the Foundation and our signature investment, the City Scholars® Fellowship for Education. Reporting to our Founder & President, this high-impact, part-time role, combines elements of executive assistance, meeting and event logistics, and administrative operations—guaranteeing no two days will ever be alike.

If you have a gift for and would find joy providing strategic administrative, logistical and operational support to help the Foundation and our leadership thrive, 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 (whom we sponsor as City Scholars® Foundation Fellows) to grow out-of-school time and school-based education nonprofits (currently 23) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower more than 40,000 predominantly low-income 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.

WHAT YOU’LL DO:

As **EXECUTIVE COORDINATOR**, you’re the **engine behind our mission**—serving as a trusted partner to our Founder & President, working closely with our Associate Director and Foundation Intern(s), and regularly engaging with Foundation Fellows, TEAM City Scholars® executive volunteers, corporate and foundation partners, and community supporters.

You bring exceptional professionalism, sound judgment, and discretion in managing confidential executive matters, and model the standards of excellence that fuel our culture of success and exponential impact through your business-professional attire and demeanor at all internal and external events—whether in person or virtual.

While not exhaustive, the following represents your core responsibilities as **EXECUTIVE COORDINATOR**:

Executive Assistance

- Provide proactive, high-level scheduling, administrative and follow-through support to amplify the effectiveness of our Board of Directors and Executive Council in advancing the Foundation’s mission. This includes supporting our Founder & President who, as a full-time salaried Board officer, continues to serve as the chief architect and evangelist for the Foundation and our Fellowship for Education.

Meeting & Event Logistics

- Coordinate logistics for in-person and virtual events, including Fellowship for Education monthly convenings, quarterly Board meetings, our annual TEAM City Scholars® Leadership Summit for Board, Executive Council and staff, and other Foundation meetings. Manage scheduling, facilities, catering, vendors, RSVPs, audiovisuals, materials, meeting notes and set-up/pack down, ensuring smooth, professional experiences for groups ranging from 7–10 to 50–60+ participants.

Administrative Operations

- Keep our hybrid “mobile” office running smoothly (reserving conference space, processing mail, maintaining up-to-date master calendars, organizing digital files and corporate email inboxes, ordering supplies, etc.). Collaborate with our Associate Director to support day-to-day financial administration (QuickBooks) and contribute to other operational priorities—ensuring the Foundation’s work is efficient, organized, and mission-focused.

WHO YOU ARE:

You’re confident and professional when engaging with C-suite executives and influential corporate and community leaders. You take pride in making sure nothing falls through the cracks and are energized by helping a high-performing team do its best work.

An effective communicator and thoughtful problem solver, you manage multiple priorities, projects and schedules with calm and care in a hybrid (largely “mobile”), small-team work environment. You’re tech-savvy, resourceful, and solutions-oriented—able to navigate challenges and make things work. Above all, you’re **inspired by our mission** and excited to contribute your administrative, logistical and operational skills to a small but mighty team working to help education nonprofits thrive. You also:

- **Hold a bachelor’s degree and a track record of excellence in administrative, project coordination, and/or operations roles**—ideally in a mission-driven nonprofit or philanthropic setting. Experience coordinating meetings and events for high-level stakeholders is especially welcomed.

City Scholars® Foundation

Call for Applications – EXECUTIVE COORDINATOR – Page 3.

- **Are confident using Microsoft Office, Google Workspace, and Zoom**—and comfortable learning new tools. Familiarity with other office, data and project management platforms is helpful but not required.
- **Meet key logistical requirements.** You have a secure, dedicated workspace with reliable high-speed internet for remote work and collaboration. You also have a valid driver's license, access to a dependable, insured vehicle with current registration, and the ability to lift 20 lbs.

COMPENSATION:

As **EXECUTIVE COORDINATOR**, you'll join us earning \$28 - \$30/hour DOE, working generally 30 hours per week across a four-day schedule (Monday–Thursday, 9:00 AM – 5:30 PM, with a one-hour unpaid lunch break). Additional hours will be required on designated Fridays for quarterly Board meetings, our annual TEAM City Scholars® Leadership Summit, and special projects. Other meetings may occasionally require your participation and support.

All hours worked are tracked and compensated in accordance with California wage and hour laws. Annual starting compensation for this part-time, hourly, non-exempt role is estimated at \$45,000-\$48,000, plus full benefits, with room to grow based on your contributions and the Foundation's success.

BENEFITS:

- **Hybrid Workplace (Remote + Downtown LA):** In-person meetings, events, and site visits typically occur 2–4 times/month across Greater LA, with set-up often beginning at 8:30 a.m. (or 7:30 a.m. for our retreat).
- **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

HOW TO APPLY:

Submit your resume and a brief, thoughtful cover letter as one PDF to team@cityscholars.org with the subject line, **Last Name, First Name – Executive Coordinator Application**. In your cover letter, please address:

- (1) What fuels your passion for our mission;
- (2) How you can help advance our work in this role;
- (3) Why you believe this role and TEAM City Scholars® is a great fit for you — and you for us; and,
- (4) Your proficiency (high, medium, low or none) with Microsoft Office, Google Workspace, Dropbox, Zoom, Salesforce, Canva, Adobe Acrobat Pro and QuickBooks (particularly QuickBooks for Nonprofits).

Any application missing requested documents will not be considered. Only qualified applicants selected for interviews will be contacted. No phone calls please. Position will remain open until the staffing need is met.

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.*