City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications:

FOUNDATION EXECUTIVE COORDINATOR

Full-Time, 35-Hour Week | (M-F) | Hybrid | Starting at $30 - $33/hour DOE + Benefits

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Join our MISSION. Put your passion and talent to work helping education nonprofits thrive. At City Scholars® Foundation, we're doing just that, as **we bring corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits**—ensuring more than 40,000 low-income, high-potential youth each year have a better chance to learn and achieve against the odds.

To expand our impact and influence, we're seeking a mission-driven professional to serve as our **EXECUTIVE COORDINATOR**—charged with keeping our logistical, administrative, and operational priorities on track, on time and on target while building authentic relationships within our diverse leadership community.

With sleeves up, hands on, and a heart for helping nonprofit leaders and the children they serve succeed, you'll be the administrative and operational backbone for the Foundation, our leadership, and our signature investment—the City Scholars® Fellowship for Education.

You'll report directly to our Founder & President and work closely with a small, high-engagement staff that includes our Associate Director and Foundation Intern(s). As a consummate team player, you'll contribute across the dashboard. In particular, we'll look to you to:

- **Help deliver exceptional, high-impact leadership experiences** by coordinating logistics for monthly in-person and virtual Fellowship for Education convenings—including seamless execution across scheduling, venues, catering, RSVPs, materials, AV, and post-event follow-up.

- **Amplify the effectiveness of our Board of Directors (including our Founder & President), Executive Council, and leadership committees**—helping them stay organized, informed, aligned, and mission-focused—through proactive executive assistance, including scheduling, meeting preparation and coordination, support for Executive Council recruitment and onboarding, and follow-through.

- **Keep our hybrid, largely virtual "mobile" office running smoothly**—maintaining calendars, digital files, corporate email inboxes, contact databases, donor records, basic financial processing of donations and expenses (using our how-to operations handbook, in partnership with our Associate Director), and other organizational systems and processes that keep our team organized, connected, efficient, and effective.

WHY THIS ROLE MATTERS:

This isn't your typical administrative role. We'll count on you both as a **trusted administrative partner** and as a **warm, welcoming liaison for our dynamic and diverse leadership community** that includes nonprofit CEOs, executive volunteers, corporate and foundation partners, and community supporters.

Success in this role requires sound judgment, professionalism, exceptional organizational skills, effective communication, and the ability to operate confidently within a purpose-driven leadership community where relationships, responsiveness, and attention to detail matter.

WHO WE ARE:

We are City Scholars® Foundation, a tax-exempt, for-purpose corporation established in 1993 by a Harvard honors graduate inspired by her experience during college mentoring a young girl in Boston's public housing.

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 sponsored the **City Scholars® Fellowship for Education**—our signature investment—since 2014.

As a collaborative, multi-year leadership institute, our Fellowship for Education invests in and partners with a distinguished and diverse community of emerging and established nonprofit CEOs whom we sponsor as City Scholars® Foundation Fellows.

Together with executive volunteers and philanthropic partners, we inspire, challenge, equip, and support Foundation Fellows while holding them accountable for growing an evolving portfolio of 23 out-of-school time and school-based education nonprofits from survival to success to significance—building brighter futures for more than 40,000 low-income youth each year. Be inspired at **www.cityscholars.org.**

WHO YOU ARE:

You **model the standards of excellence that define our culture** through your professional presence, business attire, communication, and attention to detail. Resourceful, tech-savvy, and solutions-oriented—you're able to manage multiple priorities, projects and schedules with calm and care in a hybrid (largely "mobile"), small-team work environment. You also:

- **Hold a bachelor's degree and a track record of excellence**—ideally 3 – 5+ years—**in administrative, project coordination, and/or operations roles**. Experience in a mission-driven nonprofit or philanthropic setting, and coordinating meetings and events for high-level stakeholders is especially welcomed.

- **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 and cell service 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 $30 - $33/hour DOE + benefits, with room to grow based on tenure, exceptional performance, and the Foundation's continued success.

This **full-time position** has a structured **35-hour workweek: Monday–Friday, 9:30 AM–5:30 PM**, including a one-hour unpaid lunch break each day. Occasional variations in daily hours may occur depending on convenings, Board meetings, and project needs.

BENEFITS:

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

(1) What most excites you about City Scholars® Foundation's mission and this opportunity?
(2) Which aspect of this role do you believe will require the greatest care and attention, and why?
(3) Based on your experience, what strengths would enable you to make an immediate contribution in this role?

Any application missing requested documents will not be considered. Candidates selected for an initial phone interview will be asked to complete a brief technology skills inventory prior to the interview. 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.*