

LEADERS OF TOMORROW YOUTH CENTER



Position Title: LTYC Executive Coordinator

The Executive Coordinator serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Founder/President. The Executive Coordinator serves as a liaison to the Board of Directors, Executive Team, and Leadership Team; organizes and coordinates executive outreach and external relations efforts.

LTYC's Executive Coordinator role is comprised of high-level Executive Assistant, Personal Assistant and Project Coordinator support to the Founder/President by handling information requests and will be capable of multi-tasking while paying close attention to details. This role will also entail clerical and administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, as well as assisting with special projects.

The successful candidate will possess the ability to complete a high volume of complex tasks and projects quickly with little to no guidance and react with appropriate urgency to situations that require a quick turnaround.

A high level of integrity and discretion in handling confidential and financial information, and professionalism in dealing with senior professionals inside and outside the company.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Maintains Founder/President appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Attends meetings of the Board of Directors, Executive Team, Leadership Team and relevant Board committees; takes, distributes, and maintains meeting minutes as requested
- Coordinates meetings, by preparing documents and developing agendas, including board of directors' meeting documents
- Submits proposals, establishes credit, overlooks the project and finalizes the billing
- Represents the Founder/President by welcoming visitors, reviewing correspondence, arranging organizational dinners and other organization functions
- Opens, sorts, and distributes correspondence, including email, faxes, and regular mail
- Develops and utilizes historical information; provides retrieval of information
- Records meeting discussions and provides minutes
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget
- Making sure their deadlines are met and these remaining applications are able to be entered by the end of the year
- Prepares checks for signature and review
- Maintains Founder/Presidents office files, and organizes electronic documents for easy retrieval

- Completes Founder/Presidents reimbursements and credit card reports
- Performs other duties as assigned

QUALIFICATIONS:

- Strong writing skills, including the ability to write for a variety of audiences
- Strong ability to organize and prioritize work
- Outstanding time management skills
- A minimum of four to ten years related experience and/or training, or equivalent combination of education and experience
- Ability to handle confidential information appropriately and with discretion
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, and external partners
- Ability to work independently and with professional discretion
- Ability to work with a broad range of people including major donors, Board members, foundation staff, colleagues of the Founder/President, Executive Team, staff, and others
- Proficiency in Microsoft Word, Excel and PowerPoint
- Ability to present information concisely and effectively, both verbally and in writing

OTHER NECESSARY SKILLS AND ABILITIES:

- Experienced in handling multiple incoming calls
- A self-starter who pays meticulous attention to detail
- Positive and willing to perform tasks of all sizes and scopes; have an all hands on deck approach to work
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization
- High energy and passion for LTYC's mission is essential

Job Type: Part time salary

20 hrs a week

Experience:

- Executive or Administrative Coordinator: 5 years (Required)

Education:

- Bachelor's (required)

Applicable Benefits offered