



**Executive Coordinator**  
**Full-time, Regular Position**

**Summary**

[Social Good Solutions \(SGS\)](#) is a Black woman-owned and operated boutique consulting firm that partners with philanthropic institutions, nonprofit organizations, public agencies, and institutions of higher education to design, operationalize and manage racial justice initiatives from concept to implementation.

Our core values are grounded in dignity and justice for all, community-centered solutions, and excellence at every turn. Using a participatory framework and co-design approach, we support our clients in their journey to operationalize racial justice. Our three primary portfolios of work include: Initiative Management, Strategic Advising, Organizational Culture Transformation and Special Projects.

The *Executive Coordinator* provides a wide range of administrative, operational, client services and project management support to two senior executive roles: the firm's Founder & Chief Architect and the Managing Director, Programs & Operations, who, together, constitute two-thirds of the firm's executive leadership team. This position requires excellent organization, project and time-management, research, writing, communication and people skills as well as technical acumen and event planning.

This position is well suited for a dynamic, detailed-oriented administrative professional who identifies as a self-starter and thrives on ensuring executive leaders are well-staffed and well-prepared. The ideal candidate is adept at providing administrative support to C-suite executives and has the required skills to work in a close-knit, telework environment; is personable with excellent follow-through; values and respects confidentiality; is flexible and adaptable; and possesses a desire to learn, grow and contribute to social justice movements.

**Specific Responsibilities:**

While the responsibilities below outline the key responsibilities of the position, other tasks may be assigned.

*Calendar Management & Client Services*

- Manage both Founder and Managing Director's calendars
- Vet meeting requests to determine if appropriate for the Founder or Managing Director, or if the request should be appropriately transitioned to another team member
- Support client and relationship management by serving as the "face" of the Founder and Managing Director both internally and externally; and conduct general correspondence on behalf of the firm
- Regularly check the firm's general email and voicemail to determine appropriate hand-off/follow-up
- Capture and document SGS client success stories for website and other social media

*Travel Coordination and Event Planning*

- Arrange and confirm travel for the executive leadership team; prepare detailed travel memos
- Ensure travel documents are current
- Coordinate logistics for the firm's annual events: holiday party, team picnic and team retreats. Scout sites, organize vendor lists, order catering and meeting materials
- Set up Zoom links, webinar registration; confirm speakers and attendees, provide tech support, as needed

*Project Management, Operational and Administrative Support (including Black Equity Collective-specific support)*

- Work closely with the executive leadership team to understand each project's scope of work and required deliverables to provide necessary administrative support (varies from project to project)
- Prepare monthly team meeting agendas, speaking engagement packets, and conference prep materials
- Follow-up on meeting action items to track and ensure completion
- Convert content to the firm's standard presentation templates
- Manage digital files; organize Google drives and shared calendar for team collaboration
- Maintain staff bios and headshots for communications-related needs
- Prepare, edit & finalize meeting materials, professional and confidential documents
- Track expenses via Expensify and JotForm; prepare expense reports and reimbursement requests
- Coordinate quarterly meetings of the [Black Equity Collective](#)'s Executive Committee, prepare minutes
- Collaborate with the BEC's finance and fund development teams to manage digital files via DonorPerfect
- Prepare onboarding packets for new BEC executive committee members
- Conduct project-related research, which may include trends in philanthropy, movement building and racial justice; prepare summaries of key findings

### **Qualifications**

**This position is an excellent opportunity for an organized self-starter with C-suite executive assistant experience.** SGS works with a high degree of professionalism and community care. As such, team members are expected to represent SGS with integrity and excellence. The ability to plan ahead, anticipate needs, document decisions, build trust and camaraderie with peers and elders, and perform responsibilities with limited oversight are all essential skills. We operate as a sacred sisterhood worthy of our own and each other's dignity and respect.

The ideal candidate will possess the following professional and personal abilities, attributes and experiences:

- Some college education: Bachelor's degree strongly preferred.
- 3-5 years of C-suite executive support experience, preferably in a nonprofit or small, startup environment.
- Clear experience in providing comprehensive administrative support, logistical, event and meeting planning. A people-person with excellent follow-through.
- A high degree of confidentiality.
- Deep attention to detail, exceptional organization and program/project planning.
- Sound research and writing skills with attention to proper spelling, grammar and formatting required.
- Technical command of Google Suite, Microsoft Suite, Zoom. Experience with Expensify, DonorPerfect and/or JotForm highly desired; comfortability with exploring and incorporating new technologies.
- Cultural intelligence, evidenced by a background living and/or working in communities served by SGS.
- Ability to anticipate and think ahead. An exceptionally high work ethic with a sense of pride in one's work.
- Ability to self-manage in a virtual environment; manage time effectively and be responsive to various forms of communication.
- A high degree of professionalism combined with an ability to build relationships, trust and rapport across a spectrum of stakeholders ranging from high-net worth individuals and funders to grassroots community leaders, other colleagues and team members.
- Open to learning, developing, feedback and continuous improvement.
- Committed to racial equity and social justice as a personal value.
- Reliable transportation.
- Experience working in a community-based organization is strongly preferred.

### **Compensation and Benefits**

This is a full-time, non-exempt position with a starting salary of \$60,000--\$68,000 annually plus benefits. The position is virtual with local travel across Los Angeles County and the Inland Valley/Empire required.

**Benefits Include:**

- ☐ Group health insurance, dental, vision and life insurance for the employee; plus, an additional \$2,000 annually for access to counseling/mental health supports.
- ☐ \$50 monthly stipend for cell phone and internet reimbursement.
- ☐ Up to \$1,250 annually toward individually designed and selected professional development.
- ☐ 10 PTO days to be used at the employee's discretion.
- ☐ Safe Harbor profit-sharing 401K plan with eligibility after 1,000 hours worked.
- ☐ Paid civic duty (voting and/or jury service up to 10 days).
- ☐ 13 paid holidays plus a paid winter holiday break and two weeks of structured *Quiet Time* in August.
- ☐ Bereavement and Paid Family Leave.

**Expected Start Date: Preferred September 2024****To Apply**

Please submit the following materials [here](#):

- Resume
- A cover letter that answers the following question: *"This position is well-suited for me because..."*

*SGS is an Equal Opportunity company with a strong commitment to gender and racial equity. We welcome applications from all, and strongly encourage individuals underrepresented in the workforce to apply.*