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| The Arc of San Francisco logo | | The Arc San Francisco 1500 Howard Street, San Francisco, CA 94103  www.thearcsf.org | | |
| **JOB TITLE** | Executive Coordinator | | **JOB GRADE** |  |
| **REPORTS TO** | CEO | | **STATUS** | Regular, Full-time |
| **FLSA** | Non-exempt | | **STANDARD WK HOURS** | 37.5 hours/week |

**ORGANIZATIONAL SUMMARY**

The Arc San Francisco is a lifelong learning center and the Bay Area’s largest nonprofit providing direct services to adults with developmental disabilities such as autism, Down syndrome, and cerebral palsy. Founded in 1951, we offer education, employment, independent living, and health programs - plus recreational services - to more than 800 adults living in San Francisco, Marin, and San Mateo counties. Our mission is to transform the lives of adults with developmental disabilities by advancing lifelong learning, personal achievement, and independence.

As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers, and all those who share our vision of creating a more informed, diverse, and inclusive society.

**POSITION SUMMARY**

Reporting to the CEO, the Executive Coordinator (EC) will support the CEO, the Leadership Team, and the Board of Directors by providing administrative support, handling confidential matters, and interfacing with internal and external stakeholders. The EC should be capable of exercising good judgment in a variety of situations, possess strong written and verbal communication, administrative, and organizational skills, and have the ability to perform, prioritize, and complete multiple tasks with limited direction. The position requires initiative, attention to detail, the ability to learn quickly, tactfulness, flexibility, and a willingness to work in a collaborative team environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serve as the primary point of contact for the CEO and screen and/or respond to email, postal mail, voicemail, and phone calls, as needed; support CEO in calendaring and coordinating meetings and appointments.
2. Support CEO with various administrative tasks including maintaining receipts and logs of expenses, submitting monthly credit card reconciliations and expense reports, and making reservations and travel arrangements.
3. Coordinate, arrange logistics for, and take minutes at all board of directors meetings, schedule and coordinate board committee and strategic priorities meetings, and serve as primary liaison for all board members.
4. Maintain online board portal in BoardMax and produce all board-related materials including meeting packets, rosters, notes, agendas, and minutes.
5. Schedule and coordinate weekly Leadership Team meetings, develop agendas, maintain notes of meetings, track projects and deliverables, and maintain Leadership and Agency calendars.
6. Work regularly with the Chief Development Officer, Chief Financial & Administrative Officer, Chief of Services, Director of Human Resources, and Director of Communications on various projects and initiatives, as assigned.
7. Draft and edit various materials for CEO, CFAO, or CDO review, including presentations, newsletters, reports, and correspondence utilizing an array of tools including Outlook, Excel, Word, PowerPoint, and Salesforce.
8. Provide HR with filing and administrative support for confidential matters and back-up support for receptionist.
9. Perform other duties as assigned.

**KEY COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

* **Written and Verbal Communication:** Speaks clearly and effectively, is thoughtful and persuasive; writes clearly and informatively; varies communication style to meet needs of audience.
* **Knowledge**: Possesses needed technical and computer skills to do the job; superb organizational skills; is skilled at managing a senior executive’s professional environment.
* **Judgment:** Exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles
* **Adaptability:** Adapts to changes in work duties and organizational structure
* **Problem Solving**: Identifies and resolves problems in a timely manner, works with others to solve complex problems
* **Customer Service**: Ability to work comfortably with diverse populations, with sensitivity to issues concerning developmental and all disabilities. Responds efficiently and cordially to requests for service and assistance interdepartmentally
* **Professionalism**: Reacts well under pressure; treats others with respect and consideration; follows through on commitments
* **Dependability**: Completes tasks on time; takes responsibility for own actions; can be relied upon
* **Strategic Thinking:** Develops strategies to achieve organizational goals; identifies external and internal issues and opportunities; adapts strategy to changing conditions
* **Acumen:** Understands implications of decisions on other areas of the work of The Arc SF; displays orientation to non-profit environment; aligns work with strategic goals
* **Proficiency:** Working knowledge of all standard business tools including MS Office products, Salesforce, and Adobe Acrobat; experience with Internet research
* **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others
* **Innovation:** Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas
* **Professional Expectations**: Demonstrated passion and ability to fulfill The Arc SF’s professional expectations of accountability, active collaboration, commitment, communication, diversity and professionalism

**EDUCATION AND/OR EXPERIENCE**

* Bachelor’s degree preferred; minimum of Associates degree with equivalent work experience is required.
* Minimum of 5 years of administrative support or related experience is required.
* Ability to maintain personal integrity and handle confidential matters with complete discretion is required.
* Excellent communication skills, including the ability to write reports and business correspondence, and strong computer skills, including word processing, presentation, spreadsheet, and database software, are required.
* Experience working in a fluid environment, supporting senior leaders and C-level executives as well as their teams, and the ability to take direction from more than one person are required.
* Experience at a non-profit organization, preferably in social services, is a plus.

**PHYSICAL DEMANDS**

Repetitive key board use, phone use, walking, standing, bending, stooping, and direct client interaction. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

This position is primarily located at 1500 Howard Street, San Francisco; however, travel to off-site meetings may be required as part of the job.

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.*

**COMPENSATION AND BENEFITS**

Compensation is competitive and depends on experience. The Arc San Francisco offers a robust array of benefits including: medical, dental, and vision coverage; paid holidays; paid vacation; paid sick leave; 403b plan; life and disability insurance; and tuition assistance.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.

**The Arc San Francisco is an Equal Opportunity Employer**

**APPLICATION PROCESS**

Please send cover letter and resume explaining related experience to:

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| The Arc San Francisco  Attn: Human Resources Department  1500 Howard Street  San Francisco, CA 94103 | **OR** | Email: [jobs@thearcsf.org](mailto:jobs@thearcsf.org) |