



Executive Office Coordinator

National CAPACD seeks a highly organized, proactive, and collaborative individual to support its business operations in Washington, DC.

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

The Executive Office Coordinator (“Coordinator”) is a non-exempt position based in our Washington, DC office. In addition to overseeing business operations for the Washington, DC office, the Coordinator will also provide clerical and administrative support for events and projects based out of the DC office. The Coordinator will play a key role in managing the Executive Director’s schedule, communicate with members, external partners and supporters, and will be instrumental in planning organizational meetings. The ideal candidate will be **highly organized, proactive, and able to manage projects and budgets independently**. The ability to learn new processes quickly and subsequently apply that knowledge is extremely important in this position.

Roles and Responsibilities Include:

- Support the day-to-day administrative functions of the Executive Director, including managing a calendar of appointments, assisting with expense reconciliation and reports, arranging complex and detailed travel itineraries, as well as communications with the Board of Directors and other high-level external partners;
- Track and support development of communications and materials, such as meeting agendas and minutes, summaries of event evaluations, donor acknowledgments, and requests for engagement and support, for internal and external stakeholders including member organizations, sponsors, and donors;
- Management of all aspects of the DC office’s physical space, including oversight of operational budget, office organization, negotiations with vendors and contractors, and maintenance of supplies, technology, equipment, and files, to ensure a well-functioning and environmentally optimal working environment;
- Support planning and execution of board, staff, member and other organizational-wide meetings including planning schedules, distribution of agenda and materials, securing venues and lodging, coordinating catering and travel, and tracking actual expenses against budgets;
- Work with the Finance and Operations Manager to identify areas to improve efficiency and quality of office systems for employees, develop and monitor office-related project budgets, new and improved processes and procedures, and/or policy standards;
- Participate and engage in organizational-wide events including the Building CAPACD convention, strategic planning sessions and staff retreats;
- Implement special projects and other job-related essential functions that support the work of

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Executive Office Coordinator Job Posting

the Executive Director and the Finance and Operations team and further National CAPACD's mission, as needed.

Required Qualifications:

- At least two years of administrative experience in an office setting;
- Ability to speak clearly in English on the phone and in person and be understood by others;
- Effective, skilled, and professional communicator in both verbal and written forms;
- Highly organized with meticulous attention to detail and ability to handle multiple tasks and projects;
- Commitment to confidentiality and ability to exercise discretion;
- Demonstrated effective office skills (typing, phones, mailing) and proficiency with technology, particularly Microsoft Office, Google Apps, and web-based platforms and databases;
- Experience and interest in coordinating and organizing event logistics and complex travel arrangements;
- Comfortable working independently with little direction and also collaboratively with colleagues.

Desired Qualifications:

- Strong understanding and experience managing an Executive calendar;
- Basic financial and budget experience.

Physical Factors

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 4-5 times per year.

Working Conditions

- Standard days and hours of work are Monday through Friday, 10:00 a.m. – 6:00 p.m.;
- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

Compensation:

The Executive Office Coordinator is a full-time, non-exempt, hourly position based in our Washington, DC office. Annual salary range is \$45,000 - \$60,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life and disability insurance, and a 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter, resume, and a 3-5 page writing sample to apply@nationalcapacd.org, with Executive Office Coordinator as the subject line.

Only complete applications will be considered.

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

01/27/2020