



*Advancing Community-Driven Social Change*

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

**Summary**

[Social Good Solutions \(SGS\)](#) is a Black woman-owned and operated boutique consulting firm that works with philanthropic institutions, nonprofit organizations, public agencies, and institutions of higher education to design, operationalize and manage strategic 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 and Anti-racism Organizational Culture.

The *Administrative Coordinator* is responsible for providing a wide range of administrative, operational and project support across SGS's portfolio of clients and projects. This position requires excellent organization, time-management, research, writing, communication and people skills as well as technical acumen and event planning.

This position is well suited for a dynamic self-starter who possesses the required skills to work in a close-knit, telework environment; is personable with excellent follow-through; adaptable to various project and administrative needs; and possesses a desire to learn and contribute to social justice movements.

**Specific Responsibilities:**

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

*Administration & Operations*

- Work closely with the Founder & CEO to understand each project's scope of work and required deliverables to provide necessary administrative support (support will vary from project to project)
- Manage CEO's calendar; support client and relationship management by serving as the "face" of the CEO both internally and externally; and conduct general correspondence on behalf of the firm.
- Coordinate client, team and shareholders' meetings/events/retreats via Zoom (or in-person when safe); manage travel and logistical arrangements; confirm speakers and attendees; scout sites and organize vendor lists; order catering and meeting materials; provide tech support, as needed.
- Follow-up on meeting action items to track and ensure completion.
- Manage digital files; organize Google drives and shared calendar for team collaboration.
- Prepare, edit & finalize meeting materials, professional and confidential documents.
- Capture and document SGS client success stories for website and other social media.
- Track expenses via Expensify; train team members on proper use the firm's digital platforms (ex: DocuSign, Zoom, Canva, Asana, Donor Perfect, etc.)

*Project Support*

- Coordinate quarterly meetings of the [Black Equity Collective](#)'s Executive Committee, prepare minutes.
- Work with project leads to ensure all project workflows are updated in Asana.
- Provide administrative and logistical support to governance and other participatory design committees.
- Support team members with 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.** 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 relevant 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.
- 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, online meeting and project management. tools; 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.
- Ability to self-manage in a virtual environment; manage time effectively and be responsive to various forms of communication.
- An exceptionally high work ethic with a sense of pride in one's work.
- 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. The ability to commute to events and meetings is essential, post-COVID.
- Experience working in a community-based organization is strongly preferred.

This is a full-time, non-exempt position with a starting salary of \$52,000 annually plus benefits. The position is virtual with local travel across Los Angeles County and the Inland Valley/Empire required. Expected Start Date: No later than October 1, 2022

SGS offers a range of benefits including:

- \$50 monthly stipend for cell phone and internet reimbursement.
- \$150 monthly contribution toward the purchase of an individual health plan and up to \$2,000 annually for access to counseling/mental health supports.
- Up to \$1,250 annually toward individually designed and selected professional development.
- 10 PTO days to be used at the employee's discretion.
- Profit-sharing 401K plan with eligibility after one-year and full vesting after three years.
- 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.

To apply: Please submit the following materials to [miaya@socialgoodsolutions.com](mailto:miaya@socialgoodsolutions.com).

- 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.*