



Oakland, CA Headquarters

Who Are We?

Coaching Corps believes every young person needs a caring adult outside the home who believes in them, models positive behavior and skills, and fosters their development towards becoming their best self. For many of us who participated in organized sports, that person was a coach. Middle-class and affluent families pour money and time into ensuring that their kids benefit from sports participation. But many other kids have limited access to quality sports programming, leaving them once again on the side-lines.

Coaching Corps is the only national organization with the sole mission of leveling this playing field. We inspire people to volunteer as sports coaches and then place them with our after-school and recreation partners serving under-resourced communities so that they can offer quality sports programming with a trained coach. Our coaches are trained through us and supported to use a season of sports to teach kids invaluable life skills such as persistence, optimism, self-regulation, and empathy.

For more information on Coaching Corps and community outreach efforts visit our website [here](#).

Coaching Corps' is seeking an individual who loves being an Executive Assistant and takes pride in their work as a career administrative professional. We need a person who has at least 7 years of progressively advancing experience in administrative support, including at least 2 years assisting a C-level executive, to assist our CEO daily in taking Coaching Corps to the next level. This is a role for a person interested in a mission-driven organization and who is already able to organize, lead, and anticipate through experience. Coaching Corps' Total Rewards package includes flexible benefits, competitive and equitable salaries along with the support of a healthy work-life balance and fun, team-oriented culture. Preference will be given to candidates in/around the Bay Area/Northern California.

If you are interested in this opportunity and joining our growing organization committed to closing the sports equity gap, we welcome your application.

Please send your resume, cover letter/introduction, and the employment application to careers@coachingcorps.org with the position title in the subject line.

Coaching Corps is an equal opportunity employer whose values are Collaboration, Empathy, Equity, Integrity, and Quality. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send an email to Erin Hankins (erin.h@coachingcorps.org).

Executive Assistant- staff position
start: August/September 2021

Position Overview – Executive Assistant

Department Overview:

The Executive Assistant reports to the Chief Executive Officer with a dotted line to the Chief Finance Officer who also oversees Administration. The organization also employs an Operations Associate in an administrative support function for the office and other departments.

Job Overview:

The Executive Assistant will serve a critical role in managing the CEO's time, priorities, and follow-up items in alignment with the Organization's annual strategic deliverables. This requires anticipating needs, maintaining relationships with organizational leaders, promptly resolving technical/event/formatting requests, and writing on the CEO's behalf. The Executive Assistant is confident and adaptable who can take feedback and improve an experience as a result. The ideal candidate would have experience and a passion for project-management, business operations/strategy, and technology, while being collaborative, patient, flexible, and approachable. This person will independently serve as an excellent communicator and professional representative on her behalf.

Functions / Duties of Position

Project Management

- Project-manages strategic business initiatives through to completion under the oversight of the Executive Team. This includes calendaring, tracking deadlines, creating reports/updates, proposing meeting structures, liaising between departments. Requires ability to build professional relationships with people quickly and with flexibility.
- Sorts incoming priorities for CEO, recommends action steps to coordinate, and provides necessary analysis or additional information to resolve or improve. This includes gatekeeping CEO's time and potentially taking some meetings in lieu of the CEO.
- Project-manages the Board docket preparation and execution on a quarterly basis.

Writing

- Writes and edits on behalf of the CEO, including talking points, speeches, donor acknowledgements. Employs the political knowledge in writing efforts.
- Prepares creative and polished PowerPoint presentations for CEO or Board.
- Composes timely, accurate, and clear Board minutes according to expectations.

Calendaring & Preparation

- Manages multiple, complex calendaring requests for the CEO and Executive Vice President utilizing all staff calendars to coordinate meetings and assist with daily planning to ensure prioritization. Makes regular judgement calls on availability within context.

- Provides proactive and relevant support to ensure CEO has technological access, applicable resources, pre-reads, itineraries, agendas, and updated information for upcoming calendar events, travel, meetings, and daily schedules.

Event/Meeting Management

- Supports the Board of Trustees in the scheduling and set up of Board meetings and Board committee meetings, maintains Board documents for accuracy and the latest versions, and provides relevant information and documentation to Trustees with regards to bylaws, process, resolution documentation.
- Manages the Leadership Team meetings (scheduling, notes, agenda management, follow-up, and tracking /reporting on team health to CEO).
- Responsible for Executive meeting and retreat planning, resources, notes, and agenda creation.

Technology

- Maintains institutional records of the organization through creation of shared resources and streamlined procedures.
- Maximizes technology resources to meet CEO and Board of Trustee needs in data visualization, presentations, and formatting.

Other Administrative

- Coordinates travel for CEO, Executive Vice President, and The Chair of the Board seamlessly with reliable and clear communication and is accessible within reason in the event additional support is needed.
- Prepares accurate and timely expense reports for Executive(s) and coordinates/resolves requests for signatures and approvals as needed.

Knowledge, Skills, and Abilities

- Must have previous professional experience serving as an Executive Assistant or Chief of Staff to a C-level Executive for 2 years+, and a cumulative 7-10 years of administrative experience.
- Either has earned a bachelor's degree or has other experience showing advanced writing training and vocabulary and grammatical accuracy.
- Can demonstrate experience successfully managing long-term projects by detailed tasks/deliverables and deadlines with multiple stakeholders/across departments or roles.
- Prior experience writing meeting minutes/summaries required.
- Must possess excellent technical skills with MS Office Suite, Adobe including PowerPoint, form and layout creation, mail merging, business letters, data formatting in Excel. Able to quickly gain fluency in other software as needed.
- Has working knowledge of remote meeting software such as RingCentral, Zoom, or similar.
- Has an ability to handle multiple tasks while being flexible and calm.
- Pays excellent attention to detail with rare mistakes and the ability to proofread to prevent mistakes on behalf of Executive Team as much as possible.
- Communicates clearly, professionally, and efficiently with verbal communication skills. Is also able to comfortably and respectfully set boundaries as needed.
- Ability to create strong relationships across departments and build trust within 3-4 months with coworkers.

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- Can show history of responsibility of and ethics with sensitive and discreet information.
- Shows critical thinking and problem-solving skills to quickly address issues.
- Has the ability to make oneself available after work hours within reason, and demonstrates reliable attendance and consistency in approach to allow others to depend on you.

Hours

Full-Time position (defined as 40 hours/week, M-F, 9 AM-6 PM Pacific time)

Working Conditions

Hybrid remote/office schedule within commutable distance to Oakland, California, headquarters office. Stipend offered for approved remote expenses for work resources. Occasional travel will be required within California and potentially flights within the contiguous U.S. Oakland office has a ground-floor entry and an elevator, is temperature controlled, has natural and enhanced fluorescent lighting, private room reservations, and shared bathrooms for the building with supportive gender self-identification policies.