**Job: Administrative Coordinator, Member Services   
Type: Temporary (potential permanent)**

The Executive Leadership Council is the preeminent member organization for the development of global black leaders. Comprised of more than 800 current and former corporate black CEOs, board members and senior executives at Fortune 1000 and Global 500 companies, entrepreneurs leading top-tier firms, and recognized thought leaders, we open channels of opportunity for the development of black executives to positively impact business and communities.

We are currently seeking an Administrative Coordinator with experience performing a wide variety of administrative activities, augmenting the capabilities and productivity of department leadership, anticipating administrative needs, and managing strategic projects, to support department leadership, This position reports to the Vice President/Chief Member Officer.

# Essential Responsibilities:

* Proactively coordinate and engage with leadership in planning and organizing meetings, logistics, agenda prep, financial report drafting, transcription and action item distribution.
* Contribute to the rhythm of business planning and goal setting.
* Draft various communiques and correspondence to include invitations, announcements, reports, etc. to CEOs and other executives.
* Gather, compile and report information relevant to/for department.
* Assist with tools and processes to keep the team coordinated and connected, support with various ad hoc projects, and act as a general liaison between team members and leadership.
* May be involved in high-level client contact and exposure to sensitive information.
* Must use considerable tact, diplomacy, and judgment.
* Track and help drive completion of key deliverables and follow up on outstanding items.
* Support team activities (such as staff meeting agendas, all-hands meetings, team meeting and events).
* Proactive issue resolution within the role's scope and authority to include detailed analysis and presentation of unresolved issues for leaderships consideration. .
* Communication and calendar management on behalf of the Vice President/Chief Member Officer with professional etiquette appropriate for interaction with industry professionals
* Manage office-related tasks including answering phones, routine correspondence, digital archive maintenance, and expense reconciliation.
* Perform duties and tasks that reflect substantial variety and complexity. Assist others in the resolution of complex problems and issues.
* Schedule, report, and track information for department.
* Compile data for reports and collate into a single report.
* Assist in preparing, reviewing, or auditing reports and presentations.
* Assist with more complex research and investigation. May prepare analyses of information.
* Promote a culture of high performance and continuous improvement that values learning and a commitment to quality improvement.
* Perform other duties as assigned.

# Qualifications and Requirements:

* Demonstrated passion for opening channels of opportunity for the development of black executives.
* Associate degree from an accredited institution in a related field is required. Bachelor’s degree preferred.
* Minimum five (5) years of experience as an Executive Assistant or Administrative Coordinator.
* Advanced administrative and analytical skills.
* Exceptional written, interpersonal and communication skills
* Committed to providing excellent customer service.
* Strong organizational skills, team orientated philosophy, and problem-solving skills.
* Demonstrated ability to prioritize and handle multiple assignments while maintaining a commitment to deadlines and long-term goals.
* Desire and aptitude for learning new concepts on the job.
* Ability to work in a highly ambiguous environment.
* Ability to work in a fast-paced office environment with short deadlines, demonstrating Ability to manage multiple high-stake initiatives using effective administrative and analytical skills.
* Agile, driven self-starter who works effectively and efficiently with all colleagues and strategic partners to include senior-level executives and CEOs.
* Experience with project management applications, Asana preferred,
* Experience with database management and CRM is required, Salesforce is preferred.
* Advanced skills using MS Office Suite.
* Prolonged periods sitting at a desk. Must be able to lift up to 10 pounds at times.
* Travel may be required.

*The Executive Leadership Council is an Equal Opportunity Employer. It is our policy to ensure equal employment opportunity without discrimination or harassment based on an individual's race, color, religion, sex, national origin, disability, age, personal appearance, sexual orientation, gender identity or expression, marital status, family responsibilities, matriculation, political affiliation, genetic information, or any other protected characteristic as defined by federal, state, and local law.*