



Job Announcement: Executive Coordinator

Applicants should be passionate about transforming lives and supporting youth and parent-led campaigns focused on improving schools.

Coleman Advocates for Children and Youth is a member-led, multi-racial, intergenerational community organization working to create a city of hope, justice, and opportunity for children and families in San Francisco. We organize poor and working-class BIPOC (Black, Indigenous, and people of color) youth and families – primarily Black, Latinx, and Pacific Islander – to build power in their schools, communities, and in their own lives.

Coleman Advocates seeks an experienced and talented Executive Coordinator capable of multitasking, prioritizing, and remaining flexible. Our Executive Coordinator will be a highly organized, detail-oriented, self-motivated, proactive person with a creative mind and the ability to suggest improvements.

People (and/or people with family members) with lived experience surviving the school-to-prison pipeline are strongly encouraged to apply.

Job Summary: This position will support the members of the Leadership Team (LT). The ideal candidate is committed to Coleman’s mission and values while focusing on the administrative systems.

Start Date: ASAP

Salary Range: \$54,000 to \$60,000

Reports To: Development & Operations Director

Benefits: Medical, dental, vision, vacation, and other benefits

Location: 459 Vienna Street, San Francisco, CA 94112

Application Procedure: Email a cover letter, resume, and 3 references to our hiring committee at hiring@colemanadvocates.org.

Primary Responsibilities:

- Manage communication and follow-up for LT
- Coordinate support staff for LT
- Track expenses for the LT and submit receipts and reimbursements
- Manage calendars for LT
- Prepare meeting agendas and take minutes as required
- Coordinate travel and meeting logistics

- Research, support, and lead work for special projects and alliances
- Database entries (PowerBase) and report generation
- Participation in fundraising events and activities
- Civic engagement outreach activities
- Other duties as assigned

Primary Qualifications:

- Minimum of 3 to 5 years of administrative experience and the ability to balance organizational skills and interpersonal skills
- Ability to take initiative, be assertive, and work independently
- Experience and ease working with people of different classes, races, and ethnic backgrounds
- Demonstrated respect for the culture and leadership of young people and parents
- Highly organized and a capable multitasker with the ability to meet goals within established timelines
- Strong time management skills
- Strong work ethic with the ability to work independently and in a team environment
- Strong oral and written skills, including editing
- Ability to problem solve and initiate solutions
- Experience using Microsoft Office, Google Suite, and Slack

Desired Qualifications:

- A minimum of 2 years supporting a senior executive
- Understanding of grassroots organizing
- Bachelor's degree is preferred but not required
- Familiarity with non-profit governing structures and resources
- Database management experience using PowerBase or the ability to learn new software quickly
- Willingness to roll up your sleeves and adopt a “no task too big or small” attitude
- Familiarity with San Francisco Bay Area communities, public school community organizing, and political landscapes
- Knowledge of education justice policy issues
- Able to speak Spanish
- Owns/has access to a car and has a valid driver's license
- A sense of humor

We are an affirmative action employer. Current and former CMAC, YMAC, and PMAC members, BIPOC, and formerly incarcerated applicants with a deep understanding of San Francisco's unique history and politics are strongly encouraged to apply.

It is the policy of Coleman Advocates to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual orientation, physical or mental disability, veteran status, liability for service in the Armed Forces of the United States or any other classification prohibited by applicable law. Coleman works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.