

## Administrative Coordinator / Board Liaison

### POSITION ANNOUNCEMENT

#### Position Overview

First 5 Association believes that all of California's youngest children deserve to be healthy, safe, and ready to thrive in school and life. We are seeking an Administrative Coordinator / Board Liaison to help achieve that goal. The position is instrumental in keeping our governance optimal, our First 5 members connected, and our internal departments aligned to our mission. A successful candidate will be adept at administrative functions of a high impact, statewide, nonprofit member organization including building, growing, and deepening relationships with internal staff and board members. They will be responsible for keeping the Executive Director organized and efficient with their time, coordinating Board packets and communications with Board members, and supporting several internal administrative functions across teams.

#### Successful Candidates

- Have a passion for effectiveness, efficiency, and organizing that furthers the team's mission
- Proactively offers recommendations on continuous process improvement
- Has a successful track record of working with executives, Boards, Board operations, and governance
- Enjoys working collaboratively with multiple teams
- Communicates with clarity and authenticity
- Models integrity and inclusion, while maintaining confidentiality of sensitive topics deliberated by the Board and Executive Director
- Wants to be a part of a team that is collaborative, mission-oriented, hard-working, evolving and caring

#### Key Responsibilities

##### **Administration:**

- Support Executive Director including scheduling meetings, supporting staff recognitions and retreats, polling Association members for availability, and sending out meeting agendas for membership meetings.
- Administrative Support to the Operations & Finance Department including reconciliation of credit card statements; saving documents to shared drives, assist with data entry and organization (i.e., Dues, Contracts & Grants tracking matrix, CC recurring transactions)
- Manage administrative email account
- Prepare and execute consultant contracts
- Manage shared calendar and contacts list for the organization
- Support event planning as needed
- Support membership on special projects as needed

### **Board and Committee Management:**

- Coordinating Board Agendas, minutes, reports, and all Board engagements
- Scheduling Board and Committee Meetings
- Ensuring Board document management (e.g. agendas, memos, minutes)
- Maintaining positive and responsive Board relationships

The duties and responsibilities listed above are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here, nor is it expected that all similar positions will be assigned every duty and responsibility.

### **Qualifications**

- Highly organized with the ability to see complex projects involving multiple parties through completion.
- Demonstrates strategic and critical thinking in the execution of responsibilities
- Acts with integrity and exercises excellent judgment
- Ability to learn and apply new skills; requires minimal supervision; knows how to use technology tools to effectively manage and expedite processes; uses resources effectively
- Demonstrates ability to set priorities, establish clear expectations and execute identified projects; works in an organized manner with strong attention to detail;
- Effectively manages overlapping projects and deadlines; ability to work under pressure, meet deadlines and adjust to changing priorities; uses time efficiently; integrates changes smoothly;
- Experience in complex calendaring of meetings/convenings consisting of internal and external parties.
- Advanced to expert understanding and comfortability with modern technology including familiarity with web-based applications, G-Suite (Google email, calendar and drive) and Microsoft Office software (Excel, Word, PowerPoint).
- Experience with PC and Apple computer systems, web-based shared drives, social media and content management systems.

### **Location and Travel**

- Position location: Flexible within California.
- Travel to the State Capitol in Sacramento, CA to attend monthly team meetings and/or to support teammates as needed

### **Compensation**

Salary is commensurate with experience. The salary range for this position begins at \$75,000/year.

It is the policy of First 5 Association to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical or mental disabilities, color, marital status, sexual orientation or medical condition, or any other basis protected by law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including hiring, training, promotion, discharge or layoff, rehiring, compensation and benefits.

**To apply, please submit a single PDF document with a cover letter describing your interest and experience, along with a current resume to [applications@first5association.org](mailto:applications@first5association.org). The email subject line should read: Application for Administrative Coordinator / Board Liaison. Applications will be considered on a rolling basis until the position has been filed.**

### **About First 5 Association of California**

First 5 Association of California is a member organization that supports the 58 county commissions and works with our members, First 5 California, and many external partners and experts to advance programs, systems and policies to improve early childhood outcomes in California. Grounded in a whole child/whole family framework that advances equity, prevention and systems coordination, First 5 seeks to build comprehensive and integrated early childhood systems of care, with an intentional focus on Prenatal-3 during this critical stage of child development. First 5's policy framework aims to build state and federal systems of care that proactively support the wellbeing of children and families and focus on those farthest from opportunity, recognizing the disproportionate impacts that poverty, systemic racism, COVID-19, and natural disasters have had on low-income people and communities of color.

We encourage applicants to review the Association's three year Strategic Plan, [first5association.org/strategicplan](https://first5association.org/strategicplan), and Policy Action Plan, <https://first5center.org/action-plan> to learn more about the organization.