

## Executive Coordinator

**Youth On Their Own (YOTO)** – strives to eliminate barriers to education for Pima County youth who are experiencing homelessness to stay in school. For over 30 years, we have supported the high school graduation of this unique demographic by providing financial assistance, basic human needs, and guidance. With the help of our supporters we empower homeless youth to remain in school and pursue opportunities for self-sufficiency.



**YOUTH ON THEIR OWN™**

YOTO is searching for an Executive Coordinator to become a member of the YOTO family. The Executive Coordinator directly supports the CEO and is responsible for performing a wide range of administrative tasks. The ideal candidate is highly self-motivated, professional, team player and capable of managing their workload. The Executive Coordinator serves as a liaison to the Board of Directors and assists with coordinating building operations including obtaining bids and meeting with vendors as needed.

**Work Schedule:** Full Time Salaried. Hours may vary to include special events and activities on evenings and weekends.

**Status:** Regular Full-time Exempt.

**Reports to:** CEO

### Duties:

- Provide administrative support to the CEO, including but not limited to word processing, data entry, filing, photocopying, managing expense and credit card reports and following up on phone and email messages,
- Schedule meetings and appointments for the CEO
- Assist with special organization projects, events and activities as needed
- Coordinate operations activities as needed including scheduling regular building maintenance, obtaining bids for projects and interacting with vendors.
- Support activities of the CEO including strategic planning, leadership team coordination and fund development.
- Attend Board and Board committee meetings, schedule meetings and facilities, prepare the facility including food and beverage, and prepare and distribute related materials in a timely manner
- Take minutes at Board and Board committee meetings
- Create, edit and complete first drafts for written communications to external stakeholders.
- Prepare reports in both Microsoft Word, Excel and PowerPoint
- Maintain comprehensive filing system of all files and related activities
- Follow up on contacts made by the CEO and support the cultivation of ongoing relationships.
- Perform other duties as assigned.
- Keep confidential information regarding organization, staff or youth?

### Physical Demands/Working Conditions:

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer
- Able to lift up to 20 pounds

### Minimum Qualifications:

- High school diploma with a minimum of four year's executive assistant support experience
- Strong organizational skills with the ability to work in a demanding self-directed work environment.
- Experience or ability to work effectively with a Board of Directors, volunteers and other supporters
- Excellent communication skills both orally and written
- Strong computer skills including email, calendars and utilization of Microsoft office tools.
- Ability to represent agency in a professional and knowledgeable manner
- Compassion and understanding for challenged youth population we serve

### Preferred Qualifications

Bachelor's Degree

Experience working with Donor Perfect software or its equivalent.

### Other Requirements

Valid Arizona Driver License and proof of automobile insurance

*The intent of this position description is to provide a representative summary of the essential duties performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.*

### PRE-EMPLOYMENT SCREENINGS

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Apply Now.

**Job Type:** Full-time

**Salary:** DOE

Find out why YOTO is attracting and retaining the best employees! If you are interested and qualified, please apply now. YOTO offers a supportive and positive work environment, generous salary, full benefits including health, dental and life insurance; a 401K matching program; cellphone allowance and generous holiday and vacation schedules including paid vacation day on your birthdays

If you are passionate about the YOTO mission, please submit your resume and cover letter to [nhartmann@yoto.org](mailto:nhartmann@yoto.org).

No phone calls, please.

*Position is open until filled.*

Nicola Hartmann, CEO

Youth On Their Own

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[www.yoto.org](http://www.yoto.org)

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