



## **Associate Program Coordinator Job Description**

### **About the African American Board Leadership Institute:**

Established in 2011, the African American Board Leadership Institute (AABLI) was created to develop a pipeline of qualified African American candidates for membership on governing boards. The mission of the African American Board Leadership Institute is to strengthen nonprofit, public and private organizations through recruiting, training and assisting with the placement of African Americans on a broad range of governing boards.

### **Organizational Commitment:**

Committed to building strong board leaders and strengthening organizations, AABLI presents a unique opportunity to be part of a dynamic organization with a track record of success, growing momentum and a steep growth trajectory.

### **Primary Responsibilities**

The Associate Program Coordinator contributes to the support of the day-to-day functions of the organization. She/he must have exemplary organizational and data management skills and strong attention to detail to support and participate in all aspects of operations, program, and development functions. This position is also responsible for supporting and maintaining the board placement assistance program and develops strategies to promote growth through online communications between the alumni and partner organizations. She/he reports to the Director of Communications & Operations and work closely with the Program and Placement Coordinator.

Essential duties and responsibilities include the following. Other duties may be assigned.

### **Program and Placement Support**

- Collaborate with the Program Coordinator in executing strategies that successfully collect and maintain data and evaluate program results,
- Master software tools that provide support in maintaining records for partner organizations, alumni, leads, donors, vendors, facilitators, etc.,
- Assist the Program Coordinator with developing and executing trainings and networking events, and
- Undertake and complete research/other assignments, as requested.

### **Administrative**

- Provide consistent expert-level support to alumni, partner organizations, and external stakeholders,
- Produce executive-level results for the office of the President and CEO and the Director of Communications & Operations in the management of day-to-day functions, including administrative, data management, communications, and fund development tasks,
- Accurately manage calendars, expense reports, mailings, supply orders, answering phones, and other ongoing projects,

- Establish and anchor a reputation as a point person with all in-kind donations and services through Network for Good,
- Collaborate in the success of the annual giving campaign, fundraising and organization events,
- Oversee the scheduling of board, committee meetings and associated minutes,
- Compile and prepare packets for board meetings and fundraising prospect committee meetings, and
- Participate in board meetings and record minutes.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned. The requirements listed are representative of the knowledge, skill, and/or ability required.

- **Experience:** 2-5 years of programmatic and administrative duties.
- **Education:** Bachelor's degree preferred.
- **Organizational Skills:** Exemplary organizational skills and strong attention to detail to support and participate in all aspects of AABLI's operations.
- **Communications Skills:** A significant part of the job includes communication and coordinating with people throughout the organization and its network. Must be professional, clear, articulate, and accurate both verbally and in writing.
- **Technical Knowledge:** Strong computer proficiency, including mastery of the Microsoft Office Suites, the ability to learn the appropriate database, and other computer programs. Experience with Salesforce and Zoom is a plus.
- **Project Management Skills:** Ability to prioritize assignments effectively, meet multiple and competing demands, and follow projects through to completion. Meticulous attention to detail with an ability to produce high quality work in a dynamic environment.
- **Teamwork and General Skills:** Ability to work as part of a team to find innovative solutions.
- **Transportation:** Must have reliable transportation and be willing to work occasional evenings and weekends.

**Compensation:**

Fulltime, nonexempt. Salary range is \$18 - \$21 per hour. AABLI offers an outstanding benefits package that includes health, vision, and dental coverage, retirement plan, vacation, and holidays.

**Location\*:**

Downtown Los Angeles, near Union Station

*\*Staff is currently working remotely from home during COVID-19 pandemic, based on Safer at Home Orders. There will be required in office hours (alternate hours) and daily reports when working virtually.*

**How to apply:** [Click here](#) to submit a cover letter and resume.

**No phone calls, please.**

*AABLI is a project of Community Partners®, an equal opportunity employer committed to a diverse and inclusive workforce. Also, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*