



## Executive Coordinator

### SEEKING:

Center for Whole Communities (CWC) is seeking a dynamic, detail-oriented, and values-aligned individual to serve as a full-time **Executive Coordinator**. Job responsibilities include strong administrative, organizational, communications, development, and coordination skills. This is an exciting opportunity for someone passionate about social justice and protecting and restoring the natural world to join the committed staff of CWC during a time of transition and potential.

### OUR NORTH STAR:

We envision a future where movements for racial, social, and environmental justice are rooted in relationship, reciprocity, authenticity, and beauty. A future where whole systems are built on a foundation of justice, fairness, vitality, and accountability through strategies and governing structures that bring us closer together, not divide us.

### CWC PURPOSE AND SERVICES:

Center for Whole Communities exists to cultivate transformative leadership that weaves together movements for justice and the environment. Our leadership practices and frameworks build capacity at the individual, organizational, and community level to deepen awareness, embrace differences, and value relationships, making change possible.

We offer leadership development through our facilitation and collaborative consulting work, as well as our fellowship programs and coaching. Our Whole Measures Framework is an adaptable transformative process approach to centering equity in planning and evaluation in organizational, coalition and community contexts.

### THE JOURNEY:

In a time calling for deep transformation, how can CWC's practice-based approach support the transformation of nonprofit culture? How can we create the conditions that allow us to risk, to stretch and evolve an industry that is often competitive, taxing, and toxic, to one that is collaborative and healthy? How can we step further into the transformation that is needed now? How might we risk, while simultaneously taking exquisite care of one another and our places?

These are questions the team at CWC have been asking ourselves over the past several years - questions that have only been amplified through the intersecting catastrophes in climate, anti-Black violence, and the COVID-19 pandemic of the past year. A more complex understanding is becoming clear for many -- that a beloved whole community cannot be rooted within the cultural norms of systemic oppressions like white supremacy, patriarchy, and capitalist exploitation.

## EXECUTIVE COORDINATOR ESSENTIAL FUNCTIONS

### Administrative Coordination:

- Provide administrative support for director[s] and senior fellows
- Track programmatic expenses including but not limited to project contracts, staff time allocation,

and materials

#### **External Communication Coordination + Social Media:**

- Generate social media and blog posts on CWC website, Constant Contact, Facebook, Twitter, and Instagram
- Ensure our social media communication aligns with CWC's culture, vision, and theory of change and keeps CWC engaged and connected with other organizations in the field of social, environmental and transformative change.
- Ensure we respond in a timely and considerate way to messages and requests that come through our website and social media

#### **Internal Communication Coordination:**

- Maintain CWC Program Calendar up to date with programmatic commitments for each year
- Ensure that core team members and senior fellows are kept informed on the calendar regularly scheduled meetings, programmatic commitments established for the year, and emerging programmatic opportunities
- Schedule team calls as needed

#### **Development Coordination:**

- Responsible for input of all constituency and fundraising data into Little Green Light (LGL)
- Track foundation research in electronic files and LGL
- Coordinate with Bookkeeper all gift records – complete quarterly reconciliation with LGL and Quickbooks
- File (hard and electronic copies) relevant correspondence about grants and fundraising

#### **Coordinate and maintain individual donor program**

- Coordinate logistics for fundraising campaigns
- Assist with donor stewardship
- Generate and send thank you letters

#### **Serve as primary Board of Directors administrative liaison**

- Work with Director and Board Chair to schedule board meetings and support with logistics
- Responsible for generating minutes for Board meetings and calls (through recording, participation, and/or hiring support to fulfill the function)

### **IDEAL EXPERIENCE AND PERSONAL CHARACTERISTICS**

The ideal candidate will demonstrate enthusiasm for, involvement in and/or commitment to social justice, environmental and community restoration, land and human health, and will have a high level of literacy and skill working with issues of racial, gender, and environmental justice through a class lens. In addition to having at least 3 years of administrative and coordination experience in the nonprofit sector, the ideal candidate will contribute to the collaborative, joyous and relational culture at CWC.

#### **Program Management skills and leadership experience**

- BA/BS degree or a minimum of 3 years of experience program coordination/administration
- Self-directed, highly organized, great on details, and deadline-oriented
- Strong verbal and written communication skills

### **Administrative skills and experience**

- Experience with MS Office software (Outlook, Word, Excel, Power Point) and Google Docs
- Experience with databases and spreadsheets desired (Constant Contact, Little Green Light e.g.)
- Ability to work alone and with a team

### **Personal Characteristics**

- A personal commitment to the values of social and environmental justice
- Collaborative team player who participates in all levels of tasks to accomplish goals
- Flexibility with shifting schedule, including an ability to travel, work long days and some weekends
- A healthy sense of humor
- Committed to and enthusiastic about our mission and programs
- Creative, highly organized, and able to juggle work projects

### **Compensation**

This is a full time position, compensated hourly, rate depending upon experience within a \$20-28 per hour range.

### **To APPLY:**

Please submit cover letter and résumé to [HiringCWC@wholecommunities.org](mailto:HiringCWC@wholecommunities.org) with “Application for Executive Coordinator” in the subject line. Please name attachments in “Lastname\_Doc\_Title” format. This position could be based in our Burlington, Vermont office, but we are more interested in the right candidate and are willing to consider a remote working situation. Position is open until filled.

We believe that one of the greatest strengths of a community is a rich diversity of perspectives. Folks who are queer, trans, non-binary, Black, Indigenous, people of color, parents, persons with disabilities, immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are highly encouraged to apply. CWC is a 501(c)3 nonprofit organization with a policy of equal opportunity and non-discrimination in employment and is committed to helping all of its employees feel safe, comfortable, accommodated, and valued in our work environment and the larger community.