



## **Liberty House Job Announcement**

Executive Coordinator

Full-time - 40 hours

Starting at \$21.42 per hour

Excellent Benefit Package

### **About Liberty House**

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Executive Coordinator**

This position is responsible for providing professional, high-level, administrative support and coordination for the Chief Executive Officer (CEO) and additional support for the Deputy Chief Executive Officer. Those duties include but are not limited to supporting the CEO, managing the CEO's calendar, scheduling meetings, supporting the Liberty House Board of Directors, managing projects, drafting documents such as letters, and organizing materials including files and notebooks. Other duties include providing backup support for the legal assistant, and reception staff, and basic clerical functions such as copying, filing, preparing meeting materials and ordering office supplies. This position is supervised by the MDT Team Leader.

### **Primary Duties**

#### ***Executive Support:***

- Provide general executive support to the CEO.
- Act as a liaison between the CEO and the Board of Directors.
- Manage the CEO's calendar.
- Schedule simple and complex meetings.
- Take comprehensive notes.
- Draft documents/letters.
- Organize materials including files and notebooks.
- Manage projects.
- Facilitate external training as needed.

#### ***Board of Directors Support:***

- Manage monthly Board of Directors' meeting logistics including scheduling, room reservations, refreshments, sending meeting materials, meeting reminders, and tracking RSVPs.
- Assist the CEO in compiling all materials for Board meetings.
- Attend Board meetings, take minutes, and edit minutes.
- Assist CEO with keeping Board member roster up to date; track Board membership terms and notify CEO of expired Board member terms.
- Keep Board Committee Roster up to date.

- Assist Executive Committee in recruiting, selecting, and orienting new Board members.
- Assist preparations for the annual Board of Directors retreat.
- Provide support for quarterly Executive Committee meetings including sending reminders, preparing meeting materials, and taking and editing minutes.
- Prepare documents; maintain records and files.
- Provide support for the Children's Council as needed.

***Legal Support:***

- Provide backup support to the Legal Coordinator.
- Process records and testimony requests from start to finish, including providing records securely through an online platform.
- Assist with records retention, file organization, and records retrieval.
- Process court time sheets submitted by staff; research missing court time sheets & take appropriate action.
- Process payments related to the production of records.

***Office Support:***

- Provide general administrative support.
- Serve as the first point of contact for visitors to Building 1. Assist in welcoming and directing visitors to the appropriate office.
- Assist with preparations for staff meetings and retreat and take meeting minutes.
- Maintain inventory of supplies and materials.
- Order and stock office, building, and medical supplies.
- Order printed materials.
- Other duties as assigned.
- Assist with opening and closing procedures.

**Qualifications:**

**Required Education and Experience:**

- High school diploma or GED is required. College degree preferred. Paralegal or health sciences training would be helpful. Background (education or experience) in criminal justice, social science, human services, psychology, law, sociology, or healthcare is desirable.
- Minimum three years' experience in office work or administrative support, preferably in a clinical, legal, or social services setting. Must have more than entry-level experience.
- Proficiency with Windows computers and Microsoft Office.

**Other Qualifications:**

- Excellent communication and writing skills and an ability to adapt communication to the needs of many different types of professionals, customers, clients, and community members.
- Candidate must be highly organized and have excellent attention to detail.
- Candidate must be consistently productive.
- Candidate must be proactive, take initiative, be a self-starter, and be able to function independently.
- Respond in a timely manner with appropriate and accurate information.
- Ability to work with minimal supervision.
- Candidate must be able to read and write in English. Bilingual (Spanish) would be an asset.
- Valid driver's license and reliable transportation (for errands, purchasing, and attendance at meetings).
- Ability to handle highly sensitive material relating to child abuse and child fatalities is required, both from an operational and an emotional perspective.

**To Apply:**

Please email a **cover letter, application and resume** to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Kaute Harrington, HR/Accounting Coordinator

Open until filled

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply. Vaccination against Covid 19 is preferred not required.