



Executive Coordinator

New York, NY

Job Title:	Executive Coordinator
Reports To:	Executive Director

About the Organization

The Global Business Coalition for Education (GBC-Education) is a movement of businesses committed to ending the global education crisis. Established by Theirworld in 2012, its mission is to ensure that every child has the best start in life, a safe place to learn, and skills for the future.

The Global Business Coalition for Education leverages the collective power of business, government, international organizations, NGOs, youth, and other stakeholders to deliver free, equitable, and inclusive quality education for all.

With a network of more than 150 influential private sector companies committed to best practice in supporting education and Sustainable Development Goal 4, GBC-Education has become one of the world's most effective forums for connecting businesses that aim to make an impact on the lives of young people through education.

The Global Business Coalition for Education is registered as a 501-(c)-3 in the United States.

Position Summary

We are seeking an Executive Coordinator to support the Executive Director of the Global Business Coalition for Education and President of Theirworld to strategically coordinate all front-office activities. The role will also support the Head of Operations and is a full-time position based in New York City.

The Executive Director's office works across the organization and is frequently the first point of contact for numerous individuals and organizations, both national and international. It's a dynamic and exciting place to work and requires exceptional strategic thinking, interpersonal skills, attention to detail, and organization.

The role is a terrific opportunity for a talented and enthusiastic individual to work with and provide an organizational leader with a comprehensive package of proactive, high-level support.

The main duties will include ensuring that the Executive Director's time is managed strategically and that information is communicated across the organization and initiatives to ensure maximum success. This will include attending meetings and phone calls with the Executive Director and reporting back to members of the relevant teams; strategically managing the Executive Director's time, diary and priorities; and liaising with multiple internal and external stakeholders using judgement and authority. The Coordinator will also draft concept notes,

itches, and memos in coordination with the Executive Director, and support the operational aspects of the organization to ensure day-to-day activities are effective and efficient.

The Executive Coordinator will also be responsible for ad hoc research projects in support of the Executive Director's agenda for expansion and development of the organization and will occasionally be called upon to help project teams complete time-sensitive tasks.

The 20th anniversary year of the organization in 2022 will provide additional exciting opportunities which will rely heavily on the organizational skills of the Executive Coordinator.

Some of the key responsibilities will include:

- Provide high-level support to the ED to ensure his agenda, priorities, and objectives are met, including strategic diary and inbox management.
- Be an informed key contact capable of handling internal and external inquiries in a highly professional manner and liaising with key contacts across corporate, political, media, NGO, and other networks.
- Support ED engagement with other members of staff in offices in the US and abroad.
- Support strategic planning for team meetings and ways of working.
- Produce the ED's briefings, commission, and coordinate from colleagues across the organization to ensure that the ED is fully prepared for all meetings and travel.
- Prepare drafts of correspondence, memos, grant applications, and reports for approval.
- Serve as a point of contact for the broader team to ensure frequent communication between the ED and members of the team across all offices.
- Ensure deadlines are met with advance preparation and in time.
- Assist with and support production of events.

Requirements:

- Strong strategic thinking, exceptional attention to details, and excellent organization.
- Excellent ability to communicate effectively and professionally with a wide range of stakeholders.
- Exceptional writing and basic research skills.
- Excellent interpersonal skills and the ability to work collaboratively, independently, and virtually with teams across offices.
- Ability to work flexibly in a fast-paced environment and work well cross-culturally.
- Ability to own, organize, and prioritize multiple tasks efficiently, manage reactive and proactive work from a range of colleagues, and deliver tasks to tight deadlines.
- Ability to pick up information and adapt to change quickly.
- A pro-active disposition with the ability to use initiative and be able to think creatively to solve problems.
- High standards of performance.
- Experience with planning, implementing, and managing formal events is a plus.

At the Global Business Coalition for Education, we value all types of learning – both formal and through professional experience. An advanced degree in Business Administration, international development or a related field is preferred, but not required. The ideal candidate will have 3-5+ years of relevant experience, including prior Executive support experience.



Other

Equipment to be Used:	Personal computer and other office equipment such as telephone, calculator, fax machine, copier, scanner, etc.
Typical Physical Demands:	Manual dexterity sufficient to operate standard office equipment.
Typical Mental Demands:	Able to deal with stress associated with fast-paced work environment. Multiple priorities/tasks. Make judgment decisions and adapt to changing work situations. Grasp and apply new ideas. Communicate with various personalities at all levels.
Working Conditions:	Works in a typical office setting. Occasionally called upon to work hours in excess of your normal daily schedule.

Interested candidates should submit resume and salary requirement to: info@gbc-education.org by **June 30, 2022. Applications will be reviewed on a rolling basis.**

Please include your last name and the position title in the subject line.

The Global Business Coalition for Education offers a challenging work environment, business casual dress code and a total compensation package that includes a competitive salary, medical, dental and transit benefits, and a 401 (k) plan.

The Global Business Coalition for Education is an Equal Opportunity Employer. The organization's success depends heavily on the effective utilization of qualified people, regardless of their race, ancestry, religion, color, sex, age, national origin, sexual orientation, gender identity and/or expression, disability, veteran's status, or any characteristic protected by law. We adhere to and promote equal employment opportunity for all.

The Global Business Coalition for Education provides reasonable accommodations for persons with disabilities, including in the application and interview process.

Qualified candidates only. No search firms.