



ADMINISTRATIVE COORDINATOR

REACH

Ideas + Action for a Thriving Central Coast

ABOUT REACH

REACH is the economic impact organization that puts ideas into action across industry sectors, county lines and political aisles, advancing a mission to increase economic prosperity on the Central Coast through big thinking, bold action and regional collaboration.

OUR VISION

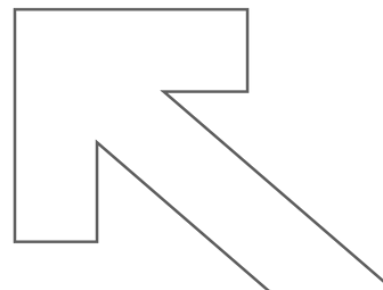
As a private sector-led 501c(3) organization that works in partnership with government, education, and nonprofits across San Luis Obispo and Santa Barbara Counties, REACH strives to ensure the Central Coast of California will be a place where current and future generations have the opportunity to thrive.

OUR WORK

With an ambitious goal to create 15,000 new good-paying jobs by 2030, REACH has launched long-term initiatives to develop world-class opportunities in the future of renewable energy and commercial space launch as well as long-range planning to build infrastructure for economic growth and invest in our workforce. REACH fosters regional connectivity and collaboration as a cornerstone of economic development, supporting business attraction, retention and expansion by leveraging a network of partners to achieve upward mobility, generate wealth, and improve the economic prosperity for all in our region.

OUR CULTURE

Established in 2019, REACH is a dynamic, early-stage organization of team players who jump in and work together to ensure overall success no matter the task. We flex to tackle emerging needs and opportunities, run toward challenges and cheer each other to the finish line.



OVERVIEW

We are looking for a smart, organized, get-things-done Administrative Coordinator to perform a variety of administrative and project responsibilities across multiple organizational functions. This position allows for a mix of remote work and time in the office collaborating with the team.

The Administrative Coordinator works closely with all members of the team to support a wide variety of programs, projects, and general office tasks and oversight. Responsibilities include supporting logistics and planning for stakeholder meetings and events, tracking projects, tasks, milestones and calendars; managing the master calendar, CEO calendar, and key stakeholder groups, tracking tasks and follow-up correspondence, and generating draft written communications.

Ultimately, you will be a key member of the REACH team, contributing to the efficiency of our organization by providing personalized and timely support to the CEO as well as various projects and programs.

REACH is a small cross-functional team, and this position requires an enthusiasm for learning and working effectively across a broad variety of tasks. To be successful, you should be well-organized, have great time management skills, excellent follow through, be able to multitask, and be able to act without guidance. This is a position that can develop and grow in responsibility, over time.

Status

Full-Time
Non-Exempt

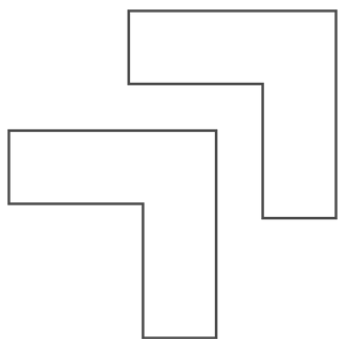
Compensation

\$45,000; depending
on experience



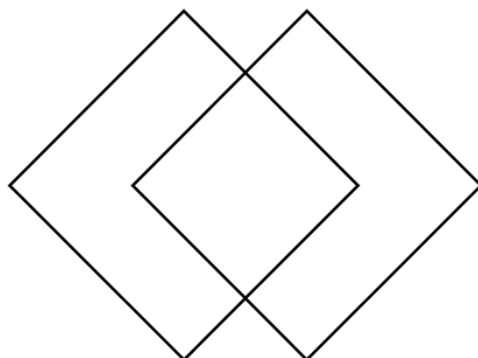
THE IDEAL CANDIDATE

- Is two steps ahead of everyone else, loves to keep people on task and organized
- Is a self starter able to coordinate many different tasks, determine the relative importance of each, set respective deadlines, and complete all projects accordingly
- Is highly organized, responsive, and an achiever who can juggle tasks and priorities gracefully and manage time wisely
- Is comfortable working in a fast-paced environment and doing hands-on work in a growing organization
- Excellent communicator, able to interact with people of all levels both internal and external to REACH in a confident, professional manner; keeping others informed of work progress, timetables and issues



CORE RESPONSIBILITIES

- Collaborate with the team to accomplish projects, including coordinating tasks, scheduling meetings, managing group functions, and ensuring appropriate follow up
- Provide excellent customer service with organization's stakeholders by responding promptly via email, phone, etc. as appropriate
- Support event and meeting planning and logistics, including planning leading up to the event and day of event activities
- Provide administrative support, including communication, scheduling, and overall administrative needs
- Manage information flow in a timely and accurate manner
- Manage CEO and organizational calendars and set up meetings
- Maintain key contact lists and electronic and manual filing systems
- Meeting management including preparing agendas, presentations, reports, taking notes, distributing and tracking action items to completion as well as arranging meetings and materials
- Act as an office manager by keeping up with office supply inventory
- Research and gather data from various sources and databases, and keep master databases and CRMs current
- General administrative support, as directed



QUALIFICATIONS

- Work experience as a Program Coordinator, Project Manager, Executive Assistant, Operations Manager or similar role
- Proficiency in the following tech platforms: Slack, Microsoft Office Suite, Zoom, Basecamp, CRM experience is also ideal.
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Discretion and confidentiality

To be considered, please submit a resume and cover letter to careers@reachcentralcoast.org

REACH is an equal opportunity employer and does not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

