



Executive Coordinator to the President & CEO

Job Description

Park Pride seeks a proactive problem solver who is a detail-oriented, self-starter to work closely with Park Pride's President & Chief Executive Officer (CEO). This position reports directly to the President & CEO and works closely with the Board of Directors and Staff. The Executive Coordinator will support Park Pride's President & CEO in a range of administrative duties. The right individual for this position is highly motivated, organized and thrives working in a fast-paced, dynamic work environment.

The salary range for this position is \$47,000 - \$52,000 commensurate with experience. Park Pride offers a competitive benefits package including paid leave, medical, dental, and retirement. Park Pride offers a hybrid work environment that balances remote work opportunities with time spent (2-3 days) in the office.

Responsibilities: This is a full-time position. Responsibilities include but are not limited to:

President & CEO Support

- Manage the President & CEO's calendar
- Draft correspondence, letters and emails
- Coordinate with staff to prepare reports, presentations, other communications as needed
- Manage, monitor, and support timely, effective completion of projects as assigned
- Support successful, effective meetings - draft agendas, take notes and follow-up with participants on the completion of action items
- Coordinate and support meetings with elected officials and policymakers, including the Greenspace Advisory Council and Atlanta City Councilmembers

Board Relations

- Compile pre-meeting materials, including detailed activity reports, for board, executive and other committee meetings.
- Set-up presentations and meetings (virtual and in person)
- Arrange catering for in-person board related meetings and events
- Attend board and selected committee meetings, record minutes for approval
- Manage the board portal, board files and the board calendar

- Correspond with board members on behalf of the organization

Other Duties

- Provide event and logistics support for the annual Parks & Greenspace Conference
- Manage ordering of supplies and other office related duties
- Support team building events and activities
- Enter relevant information into Salesforce in a timely manner
- Other projects and duties, as assigned by the President & CEO

Qualifications and Requirements:

- Bachelor's degree preferred
- Two to five (2 to 5) years of relevant work experience
- Excellent communication skills, both written and oral
- Proficiency in MS Office applications required – experience with Salesforce preferred
- Attention to detail; strong proofreading skills
- Ability to work in teams
- Strong organizational skills, ability to successfully manage multiple projects
- High energy and passion for parks and greenspace and the mission of Park Pride

Organizational Background

Park Pride is an Atlanta-based nonprofit founded in 1989 with a mission to engage communities to activate the power of parks. Park Pride is working in Atlanta's parks ecosystem at every level—by improving neighborhood parks, creating community parks advocates, and connecting grassroots leaders, funders, and government partners—so that all Atlantans can have access to a great park. Whether it is through the Friends of the Park, Visioning, Grantmaking, Fiscal Sponsor, Community Gardens, or Volunteer programs, our services work in concert to catalyze engagement, education, and empowerment that leads to more local park advocacy, community stewardship, and, ultimately, quality, active park spaces that meet the community's needs.

Application Information: Please submit a resume and cover letter to hr@parkpride.org. Please put “**Executive Coordinator**” in the subject line of the email. No phone calls or in person visits please. After the application deadline, you will receive communication about next steps in the process.

Application deadline is October 17, 2024.

Park Pride is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. We actively welcome and encourage diverse candidates to apply.

To learn more about Park Pride, visit www.parkpride.org.