

## Program Coordinator/Executive Assistant, Administration

*MAX OPUS ROUND (MOR) is a hybrid creative circle that contributes to the sustainable development of humanity. We address the literacy gap and motivate the creative minds of underrepresented youths in urban districts. Our framework is centered on three objectives: creativity, education, and leadership.*

We are currently seeking a part-time Program Coordinator/Executive Assistant to assist top-level management and manage aspects of programmatic components in office support, program related activities, and resource management. The Program Coordinator will report to the CEO.

The ideal candidate will be a team player, highly motivate, extremely organized, self-managed, and comfortable working in an urban environment. **This is a part-time position working 15-20 hours per week including 5 hours on Saturdays.** Weekly hours are on a remote work schedule.

### **Responsibilities:**

- Provide key leadership support to the CEO with administrative tasks
- Organize weekly student progress reports for teachers and program director
- Assist in coordination and implementation of annual fundraisers
- Organize annual MOR program related events
- Perform data tracking for funders
- Prepare memorandums for the organization
- Responsible for general financial transactions; check deposits
- Navigate meeting spaces for senior leadership meetings
- Perform general clerical duties: copying, filing, scanning, and mailing
- Perform other duties as assigned

### **Qualifications:**

- A commitment to the mission and vision of MOR
- Dedication to the demographic of students we serve
- A bachelors degree in business administration, nonprofit public policy, or any field relevant to our mission
- 2+ years of administrative experience required
- Ability to think critically, strategically and stay focus
- Mastery in Microsoft office suite: (work, excel, PowerPoint), Google suite
- Excellent written and oral communication skills
- Grant writing skills a plus but not required

We offer a competitive compensation.

To be considered, interested applicants must submit a **resume and cover letter**, to [mor@maxopusround.org](mailto:mor@maxopusround.org). Subject line should say Program Coordinator/Executive Assistant position.