



Executive Team Coordinator

Job Description Summary

URI is looking for an experienced **Executive Team Coordinator** to support the Executive Director (ED) while working closely with members of the Senior Team and Global Council (URI Board of Directors), who live and work in diverse locations and time zones worldwide. This role will coordinate and manage executive scheduling and travel, prepare and organize documentation and presentations needed to support the executive team and Global Council as needed.

The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate how best to strengthen and support team productivity, communications, and efficiency for the ED, Senior Staff, and the Global Council. The role must interact seamlessly with a professional demeanor (and a healthy sense of humor) across a broad range of individual stakeholders, including seven members of the Senior Leadership Team, Senior Advisors, and officers and trustees on the Board of Directors (Global Council), as well as other lead partners, donors, and staff as needed. To perform this job successfully, the individual is expected to handle sensitive financial, legal, personnel, and institutional information while exercising professional discretion and confidentiality. The candidate is committed to continued practice of appreciative inquiry as well as advancing diversity and equity learning and advocacy at the core of the organization's **purpose and guiding principles** ([PPPs](#)).

The ideal candidate will also be open to learn and adapt to available and forthcoming innovations in technology, systems, and processes. The role will help drive innovation in administration and operations by helping various stakeholders continue to upgrade systems and processes, including emerging technology tools and AI applications.

Duties & Responsibilities

Executive Director Administrative Duties

- Work directly with the ED to support all aspects of daily work routine and scheduling.
- Maintain the ED's calendar, including scheduling meetings (F2F and Zoom), appointments, speaking engagements, and travel (domestic and international).
- Track executive expenses and process reimbursements as needed with Finance team.
- Keep ED advised of time-sensitive and priority issues, ensuring timely follow-up.
- Complete a variety of special projects including creation and design of PowerPoint presentations, financial spreadsheets, special reports, agenda material, email correspondence, thank-you notes, and proofreading and copyediting as needed.
- Assist the ED in the development of presentations and memos for diverse audiences.
- Prepare, reconcile, and submit expense and reimbursement reports to the Finance Team.
- Maintain URI documentation from ED, Senior Team, and GC in shared drive.
- Reserve meeting spaces in WDC and NYC for satellite staff meetings as needed.
- Schedule organizational and departmental meetings; assist in the preparation and distribution of meeting agendas and materials.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries as needed.
- Serve as liaison and primary point of contact between ED and Board Chair by hosting

weekly phone calls and identifying agreed priorities; facilitating collaboration between staff and board committees and subcommittees when applicable.

- Offer basic IT support to ensure efficient workflow.
- Able to locate and distribute organizational policies in coordination with HR, Finance and Administration Departments.
- Maintain confidential and sensitive URI organizational information with discretion and confidentiality, and professionalism.

Global Council (Board) Administrative Duties

- Work with the GC Chair, officers, committee chairs, and respective staff liaisons to facilitate GC Committee and Subcommittee meetings, sharing timely agendas, support documentation, and notifications to committees; assist committee chairs & secretaries with appropriate completion, filing, and recording of minutes in Global Council Drive.
- Maintain Global Council Shared Drive as well as @uri.org lists to support calendaring, shared drive structure, and notifications.
- Distribute calendar invitations with Zoom links/notifications for recurring GC meetings.
- Schedule interpreters as needed and approve invoices for the Finance Team to issue payments for translations.
- Offer Zoom tech support (interpretation, facilitating online polling) as necessary.
- Create systems and forms to support GC committee and subcommittee work, including assisting with the training of new trustees
- Assist with administrative support, including special projects, the creation and design of PowerPoint presentations, agenda material, training material, thank-you notes, and drafting, proofreading, and copyediting as needed.

Human Resources and Development Support

- Create systems and content for onboarding new staff and contractors.
- Help develop system and content for ongoing sexual harassment and DEI policies and protocols for communication, helping to ensure follow-up and compliance with the
- Director of Finance and Administration, the ED, and appropriate committees.
- Assist as staff liaison to the HR/People Development Committee.
- Research and handle applications related to state-by-state registration and compliance.
- Work closely with ED and the Director of Development on fundraising with major donors, including timely communication and tracking of gifts and correspondences.

Knowledge and Skills

- Bachelor's degree is preferred.
- Five to ten years' prior experience in supporting a senior executive or executive team
- Demonstrated ability to work in teams collaboratively and effectively with peers from different cultures, backgrounds, and geographies in shared effort.
- Experience working collaboratively across organization departments and/or external partnerships with multiple, diverse stakeholders.
- Building and maintaining appropriate trust and confidentiality with respect to distinct stakeholders.
- Prior experience and demonstrated ability and effectiveness working with volunteers, networking, coalition-building, and growing grassroots movements.
- Adept at using, and curious about enhancing organizational use of, innovative collaborative technology solutions – including shared documents and drives, electronic form creation, and emerging artificial intelligence applications (especially note-taking, summary, and real-time translation services)
- Comfortable working remotely with URI colleagues and other project team members or partners in a virtual team, including using Zoom, Hangout, WhatsApp, and other digital

tools like Signal, Slack, Microsoft Suite, Google Suite, and more.

- Exceptional writing, editing, and proofreading skills.
- **Graphic design and digital presentation skills.**
- Strong organizational skills and ability to work effectively in a fast-paced environment.
- Familiarity with interfaith issues and passion for cross-cultural engagement.
- Proficiency in two or more languages is preferred.

Salary & Benefits

Range: \$65K to \$75K - commensurate with experience. Health insurance, disability, dental, vision, and chiropractic; voluntary flexible spending account (FSA); paid vacation, plus holidays; matching 403b after one year of service.

URI is an Equal Opportunity Employer. It is our policy to provide equal opportunity to all employees, applicants, and program beneficiaries. URI does not discriminate against any person because of race, creed, color, religion, sex, sexual orientation, national origin, disability, age, political affiliation, or citizenship. Note: URI work week is 40 hours. However, this full-time professional position requires occasional additional time for travel and to meet special deadlines, projects, other staff absences, or emergencies.

Both a resume and a cover letter (addressing the interest in the position) need to be sent to apply@uri.org by November 15, 2023.