



Executive Coordinator– Part-Time Position, The Hive Community Circle

The Hive Community Circle (The Hive) is a local non-profit organization that was founded in 2015 with a visionary spirit and urgent objective: to help prevent violence against some of our nation's most vulnerable women and girls. Our mission is to provide unwavering support and compassion to the most impacted yet most underserved survivors of sexual assault, intimate partner violence, and stalking in SC.

The Hive Community Circle seeks to hire a responsible **Executive Coordinator** with a strong work ethic and exceptional organizational, management, and communication skills. This position will provide administrative support primarily to the Chief Operating Officer and Board of Directors and oversee the management of the office on behalf of the organization. Responsibilities include organizational, clerical, administrative, and project-based tasks, inclusive to overseeing needs of the office, i.e processing invoices, managing departmental budget, implementing and maintaining procedures/office administrative systems and organizing induction programs for new employees. The **Executive Coordinator** will contribute to the seamless operations of meetings, events, and day-to-day processes of The Hive.

Organization Benefits and Perks:

The Hive offers a variety of growth and professional development opportunities, as well as a welcoming environment for team members.

- Competitive Compensation
- Professional Development Opportunities
- Wellness-Based Offerings
- Paid Holidays if they would normally be scheduled for those days

Job Details: Hourly pay of \$25 an hour up to 30-35 hrs a week. Part-Time / Located in Columbia, SC.

Schedule: The team member will coordinate with their reporting supervisor, the CEO, on a work schedule that consists of Monday-Friday and one Saturday a month during the hours of 9-5pm. Board Meetings take place on the 3rd week of each month. There may be times when the nature of the work and project demands require that the Executive Coordinator works beyond these parameters, including evenings and weekends, however, not extending over 35 hrs a week.

The **Executive Coordinator** will be accountable for strategic efforts and their execution, including, but not limited to:

- General office duties and management, including but not limited to overseeing the organization's materials, products, and supplies; maintaining the appropriate items in the workplace; completing pertinent office errands, arranging external service requests; and providing front desk phone coverage for the organization.
- Coordinate Information Technology (IT) needs.
- Greet guests and visitors, including interaction with vendors and contractors on behalf of the organization.
- Assist in new hire onboarding processes.
- Prepare space for external and internal meetings.
- Record and transcribe confidential minutes, coordinate and compile agendas for internal and external meetings.
- Arrange meeting logistics for the Board, Advisory Council, and CEO.
- Compose and prepare confidential correspondence, reports, and other documents, screen incoming calls, e-mails, letters, and respond independently when possible.
- Maintain the (CEO) appointment schedule by planning and scheduling internal and external meetings, conferences, teleconferences, travel, and other responsibilities.
- Prepare reports by researching, collecting, and analyzing information.
- Communicate calendar/engagement reminders regularly to the CEO for all calendar items daily, including any background research or information, paperwork, and other needs.
- Assists with and coordinates special projects, presentations, and programs as needed for implementation.
- Arrange travel plans and itineraries for the Board of Directors and CEO as needed.
- Aid with board/advisory meetings and Hive hosted events, including but not limited to coordinating, communicating with location, setting up/break down, and collaborating with team members when applicable.
- Maintain records & documentation: House documents, i.e. (SOPs, Policies, Templates, etc) in an accessible and efficient manner for team members to reference.
- Responsible for maintaining records and documentation to governance meeting requirements, including agenda development, agency report, tracking attendance, and advance mailing of meeting materials.
- Oversee regular maintenance of vendors, i.e. pest control, IT, utilities, and maintenance.
- Other duties as assigned.

The Ideal Candidate:

The ideal candidate will have strong communication skills, both verbal and written and will excel at creating an organized work environment. The candidate will identify and proactively address the needs of others and the organization. They must be passionate about offering unwavering support and compassion to program participants and community partners. The candidate will provide exemplary customer service to collaborating partners and community members. The ideal candidate will embrace their role as a contributing team member and thrive at working within an interactive work environment.

Required Education, Experience, and Competencies:

- Must have a bachelor's degree in business administration, office administration, or related field or equivalent work experience.
- Must have at least two (2) years of experience in an executive assistant, office administration, or business management role.

- Demonstrates high critical thinking skills with an ability to analyze, interpret, and creatively prepare comprehensive reports.
- Highly proficient in Microsoft Office, Google Suite and other related software.
- Outstanding organizational and time-management skills, with a strong attention to detail.
- Ability to coordinate diverse executive-support functions and prioritize task completions according to schedule.
- Demonstrate the ability to communicate professionally and efficiently in verbal and written communications with clients, team members, external partners and stakeholders.
- Excellent interpersonal skills, aptitude for working with various individuals, and strong collaborative teamwork skills.
- Strong commitment to The Hive Community Circle's mission and philosophy.

To submit your application, please email your resume and cover letter to hello@thehivecc.org by March 22, 2024.

The Hive Community Circle is an Equal Opportunity Employer and maintains compliance with all federal, state, and local laws.