



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 Executive Officer and Board of Directors. Responsibilities include organizational, clerical, administrative, and project-based tasks related to development and outreach. The **Executive Coordinator** will play a vital role in scheduling, maintaining calendars, communication between the Board, CEO, subcommittees, donors, volunteers, and funders,

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 generally be scheduled for those days

Job Details: Hourly pay of \$25-30 an hour up to 25-30 hrs a week. Part-Time / Located in Columbia, SC. This position will work a hybrid schedule and coordinate with the CEO on the schedule established.

Schedule: The team member will coordinate with their reporting supervisor, the CEO, on a work schedule that consists of Monday-Friday during the hours of 9-5 pm. Board Meetings take place on the 3rd Thursday 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.

Primary Responsibilities

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

●**CEO's Schedule Management:** Maintain the CEO's appointment schedule, plan, and schedule internal and external meetings, conferences, teleconferences, travel, and other activities.

●**Correspondence & Communication:** Compose and prepare confidential correspondence, reports, and other documents for the CEO; screen incoming calls, e-mails, letters, and respond independently when possible.

●**Meeting Coordination:** Coordinate, compile agendas, and record and transcribe confidential minutes for internal and external meetings; manage meeting logistics for the CEO, Board, and Advisory Council.

●**Travel and Itinerary Management:** Arrange travel plans, itineraries, and accommodations for the CEO and Board of Directors as needed.

●**Expense Management:** Manage reimbursement and expense reports for the CEO, ensuring all supporting documentation is submitted and submitting all Purchase Order requests for the CEO/Board.

●**Information Preparation:** Prepare reports by researching, collecting, and analyzing information for the CEO.

●**Calendar and Engagement Reminders:** Communicate daily calendar/engagement reminders to the CEO, including background research, information, paperwork, and other necessary materials.

●**Governance and Compliance:** Maintain records and documentation to meet governance meeting requirements, such as agenda development, attendance tracking, and advance mailing of meeting materials.

●**Event Coordination for CEO:** Assist with the coordination of Board/Advisory meetings, Hive Hosted events, including location communication, setup/breakdown, and collaboration with team members and office manager when applicable.

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 as 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 February 7, 2025.

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