



Position: Administrative Coordinator

FLSA Status: Exempt

Responsible to: President and CEO

We are a strengths-based group of diverse professionals who inspire educators and organizations to realize their visions for success through extraordinary learning experiences. **We would love for you to join our team.**

SUMMARY:

The Administrative Coordinator will work alongside a growing team of innovative and committed change-makers at Mayerson Academy to help build a growing movement of strengths-based schools, organizations and neighborhoods across Greater Cincinnati and beyond. In this role, you will use your deft organizational skills and process-oriented wizardry to ensure that our team has the resources it needs to deliver results for a wide range of partners across our city. Your attention to detail and smooth communication skills will position you to oversee and continuously improve the logistics, set-up and in-person partner experience of our professional learning workshops. Finally, you will provide critical, executive assistant support to our President and CEO, helping her to maximize her productivity and stay on top of all the details that make our organization run. People see you as a detail-oriented systems-builder, and you love enabling others to be at their best and to do their best work. You are comfortable in a fast-paced and ever-changing environment, and you believe it is possible to both work hard and have a lot of fun at the same time.

WHAT WE DO

Since 1992, Mayerson Academy has designed extraordinary learning experiences proven to transform organizational and learning cultures. Our work is grounded in the science of character strengths – through this lens, we help:

- Schools become thriving learning communities
- Organizations become workplaces where everyone flourishes, and
- Neighborhoods become hubs of connected, community changemakers.

Since our founding, we have reached more than ½ million students, and have worked with thousands of schools and organizations in Cincinnati and across the globe.

KEY RESPONSIBILITIES:

- Coordinate the logistics of professional learning events/workshops, including scheduling, space reservations, set-up, materials preparation, printing and catering.
- Identify and execute opportunities to optimize the workshop experience of our partners through attention to detail, process improvement, and swift response to feedback.
- Oversee communication with partners about scheduling, logistics, session preparation, follow-up, etc.
- Maintain organizational system of digital materials and resources.
- Provide support for session follow-up and partner consultation, including synthesis of evaluations, transcribing session notes, etc.
- Maintain accurate digital records of all partner information and correspondence.
- Coordinate general office management needs, including facilitation of office systems and materials.
- Coordinate scheduling, travel, expenses and other administrative needs for the President and CEO.

- Model the culture we are seeking to build by embodying our core values and continually strengthening our Mayerson Academy culture.

IDEAL QUALIFICATIONS AND REQUIREMENTS:

- Proficiency with MS Outlook, Word, PowerPoint and Excel.
- Ability to think strategically and exhibit strong judgment while operating with a high level of organization, attention to detail and energy
- Ability to anticipate the needs of others and work across multiple teams to resolve unexpected challenges
- Strong sense of personal responsibility
- Ability to work efficiently and with accuracy in a fast-paced, deadline-driven environment
- A willingness to embrace an atmosphere of growth and change
- Strong customer service orientation and problem-solving orientation
- Ability to handle multiple tasks at once with a spirit of flexibility, sense of possibility, and a strong customer service ethic
- Strong collaborative spirit and sense of teamwork
- Effective and professional communication skills, especially in written correspondence

Here's a little bit more about who we are and what we value:

OUR PURPOSE

Utilizing a strengths-based approach, we create extraordinary learning experiences that maximize learning, engagement and performance and ultimately transform cultures.

OUR BELIEFS ABOUT DIVERSITY, EQUITY AND INCLUSION

We are constantly striving to live out our commitment to diversity, equity and inclusion in our work – with each other and with our partners.

We believe that diversity matters because providing extraordinary learning experiences is only possible when we truly leverage the diverse thinking, perspectives and experiences of our staff, partners and community.

We believe that equity matters because it helps ensure high outcomes of access, opportunities, or self-determined success for all individuals, regardless of any social or cultural factor.

We believe that inclusion matters because it maximizes learning and creativity. An inclusive culture allows everyone to be themselves and to be their best – two ingredients for valuable and authentic contributions from all.

OUR CORE VALUES form the foundation of everything we do and shape who we are. We talk about them, work them, and live them every day because we believe this is the best way to fulfill our highest hopes for learners of all ages:



We Learn Everyday: Grow. Learn. Invent.



We Go Farther Together: Celebrate others. Pay it forward. Together, we change the world.



We Spread Joy: Find your passion and share it. Laugh. It's a good thing.



We Lead Through Service: Take initiative. Activate others' strengths. See the impact.



We WOW Every Time: Every moment. Every act. At our best.

Compensation and Benefits

The position will begin on August 15th or September 1st and is a full-time position with a salary range of \$46,000 - \$48,000 per year. Selected candidates are eligible for a benefits package.

To Apply:

Submit cover letter and resume to jobs@mayersonacademy.org. In your cover letter, please address the following questions:

- 1) Why are you interested in this work?
- 2) What makes you the best candidate for this role?

The application window for this role will close on Friday, July 12th. First round interviews will take place on July 25th and 26th and final interviews will take place on Thursday, August 1st.

If you have any questions about this process, please email jobs@mayersonacademy.org.