



## Executive Coordinator

### Position Summary

Are you a problem solver? Would you enjoy collaborating with a global team? Can you move nimbly between granular details and big-picture discussions? Are you ready to put your wide variety of skills to work for something you believe in?

Global Footprint Network is seeking an Executive Coordinator with a passion for sustainability and a knack for problem solving. The Executive Coordinator supports the CEO by handling a variety of tasks to ensure smooth operations within the organization and promote positive and productive relationships with staff, contractors, vendors, clients/partners, and stakeholders. Additionally, the Executive Coordinator is responsible for setting up projects; building and maintaining relationships; and supporting the organization's fundraising, project delivery, and communications.

**Reports to:** Laurel Hanscom, CEO

**Location:** Oakland, CA

**Salary Range:** \$50-60k

### Responsibilities

#### *Operations & Human Resources*

- Support CEO and organization-wide operations activities including board meeting preparation, event planning, and responding to inquiries from media, scholars, and potential partners
- Create and implement internal processes that increase organizational efficiency and impact
- Lead administrative aspects of recruitment, hiring, and onboarding
- Facilitate annual performance review process and maintain personnel records
- Support development and fundraising, including Salesforce maintenance and donor acknowledgement

#### *Project Coordination*

- Support CEO and Project Managers to produce and process contracts and licenses; coordinate with Accounting Manager to set up new projects, produce invoices, etc.
- Copy editing and quality control for external documents, project reports, and other materials
- Manage communication between our team, partners, and vendors for small projects and licenses
- With Communications Manager, create and maintain a system to streamline licensing and delivery process for Footprint calculator projects

## About You

Candidates with the following abilities and experience are encouraged to apply:

- A passion for sustainability and global resource issues
- Bachelor's degree (or equivalent experience) and 3+ years of professional experience
- Superior written and oral communication skills
- Skilled at developing and implementing systems
- Superb foresight and problem-solving abilities
- Driven and self-directed with high EQ; impeccable trustworthiness
- Fluency in language(s) in addition to English is a plus
- Prior experience with CRM tools a plus

## Salary and Benefits

\$50k-60k starting salary, with opportunities to grow. Benefits package provided, including medical, dental, vision and life insurance, and 403(b) plan. Flexible remote work policy and great vacation/PTO. This position is based in Oakland, CA, but will be 80% remote until we can safely return to work, tentatively in Summer 2021. Our office is downtown with good transit access and near many great restaurants and coffee shops. We always have snacks.

## Application

Please submit your resume and cover letter to [jobs@footprintnetwork.org](mailto:jobs@footprintnetwork.org) with "Application for Executive Coordinator" in the subject line. We will not consider applications without a cover letter.

Global Footprint Network is an equal opportunity/affirmative action employer and encourages applications from all qualified applicants regardless of race, sex, gender, age, disability, religion, national origin, sexual orientation, veteran status, or record of arrest or conviction. We are committed to diversity, equity, and inclusion, and strive for a workforce that reflects the world we live in.

## About Us

Global Footprint Network is an international non-profit that promotes a regenerative economy by advancing the Ecological Footprint, a tool that makes sustainability measurable. The Ecological Footprint has become one of the most widely used sustainability metrics in the world and is the only tool that comprehensively measures human demand on the planet against what the planet can supply. It is increasingly used by governments and businesses to guide decision making in a resource constrained world. Join us in creating a future where people, planet, and ecosystems thrive.

For more information about Global Footprint Network and the Ecological Footprint visit: [www.footprintnetwork.org](http://www.footprintnetwork.org).