

Associate Coordinator, President's Office

Job Description



Job Title:	Associate Coordinator, President's Office
Level and Grade:	40
Job Type:	Full-time – Permanent position
Reporting Manager:	Chief of Staff
Department:	President's Office
Office:	Washington DC
Date:	March 2022

About Corus:

Corus International combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – IMA World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Corus leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

Job Brief:

The Associate Coordinator, President's Office supports the CEO and the Executive Coordinator with the daily operations in the President's Office. The Associate Coordinator also supports the Board Assistant Secretary with tasks related to the Corus International Board of Directors and Boards of Corus's subsidiaries. S/he develops materials as necessary, ensures that the President /CEO is fully prepared for board meetings, travel as well as events and meetings both internally and externally. S/he assists in tracking tasks and initiatives assigned or driven by the President's Office and serves as an additional communication link to ensure timely follow-up. The Associate Coordinator must be able to work under pressure at times to handle a wide variety of activities and confidential

matters with discretion. S/he must be creative, flexible and have the willingness to assume a variety of duties and projects.

While the Executive Coordinator is responsible for planning, scheduling and supervising logistical arrangements for events and meetings in which the President participates, the Associate Coordinator works closely with the PO's team to ensure proper executions of the plans tasks, managing catering, hotel reservations, travel arrangements, etc.

Roles and Responsibilities:

- Debrief with the President/CEO on action items from events/meetings and share pertinent information with other staff as required.
- Follow up with staff to ensure that action items are completed in a timely manner. Anticipate further meeting requirements and materials.
- Coordinate travel itineraries.
- Monitor and track action items for timely follow up.
- Ensure that each internal meeting is equipped with the necessary AV equipment, run tech, if necessary, provide documentation to attendees, and cater meals if necessary.
- Ensure the President and CEO's expense reports and per diem during travels is reconciled.
- Maintain an efficient filing system (both electronic and hard copies) and compose correspondence on behalf of the President's office to internal and external audiences.
- Archive material from external speaking engagements.
- Create, compile, proofread and distribute documents to include PowerPoint presentations, Excel spreadsheets, memos, emails, correspondence, policies, reports and/or other related items.
- Commence research on organizations with whom Corus is targeting for partnerships.
- Complete procurement processes for a myriad of PO (President's Office) related purposes.
- Create cohesive file structure on Sharepoint.
- Act as point of contact within the PO.
- Maintain President's Office contact information and event notes in Outlook, Raiser's Edge, and other electronic filing systems.
- Support All-Staff meetings – logistics, translators, procurement, etc.
- Assist in creation of PO orientation materials.
- Track CEO's opinion pieces.
- Oversee BBB submissions.
- Representation/hospitality on behalf of Daniel and the PO – ship gifts to Board members, committee members, donors, etc.
- Support tours or virtual tours of country programs – logistics, translators, etc.
- Perform special projects and duties as assigned.

Board Related Duties:

- Manage relationships with programs and departments to ensure the timely development, editing and review of written materials for board purposes.
- Assist the Executive Coordinator with managing any activities related to the Corus Board of Directors and Board of Corus's subsidiaries.
- Contribute to catering, lodging, transportation, etc. when board meetings are in-person.
- Complete expense reports and other documentation requiring approval and administration for board members and guest speakers.
- Assist the Executive Coordinator with developing content and scheduling board member orientation.
- Maintain and update the Board Orientation handbook.
- Manage TeamGantt database for tracking deliverables.
- Manage board management portal, Board Effect.
- Streamline data collection of board surveys through Microsoft Forms; create more efficient data analyzation year-to-year.
- Help to compile and distribute board book prior to board meetings.
- Coordinate committee meeting plans and logistics.
- Track conflicts of interest declarations.

- Track legal action items necessary for name changes, trademarks, resolutions, etc.
- Certified Notary is a plus.

Supervisory:

- Reports to the Chief of Staff.
- No direct reports.

Education & Experience:

- Four-year College degree.
- 2 years' experience in supporting an executive, experience working for a non-profit organization preferred.

Qualifications:

- Ability to work in a fast-paced environment and successfully handle multiple projects and priorities.
- Ability to prioritize, organize and carry out multiple tasks efficiently under pressure and with little supervision.
- Advanced computer skills (MS Office 365 applications, including Word, Excel and PowerPoint).
- Experience using various social media platforms for business and research purposes.
- Ability to synthesize and summarize complex materials and extract key themes and critical points.
- Strong writing skills.
- Great interpersonal skills, ability to effectively and seamlessly represent Corus in a positive way and ability to be a team player and to work with people of varied backgrounds.
- Ability to appropriately manage information that is of a sensitive or confidential nature.
- Deep commitment to Corus' core values and ability to model those values in relationships with colleagues and partners.
- A sense of humor and a desire to work hard as part of a team where everyone will "pitch in" to help whenever and on whatever is needed and that values the input, ideas, creativity and work of everyone on that team.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required. Corus has a hybrid work policy, allowing 50 percent of work to be done remotely.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.

- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values of Inclusion, Disruptive, Interconnected and Agile.

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.

Employee's name

Date