
UNITED WAY OF NORTHERN NEW JERSEY

Executive Coordinator

Organization Overview:

[United Way of Northern New Jersey](#) is seeking an Executive Coordinator to support its work to achieve [racial and economic equity](#) for those individuals and families struggling to make ends meet, including [ALICE](#)[®] (Asset Limited, Income Constrained, Employed) and those in poverty.

Diversity Statement:

[United Way of Northern New Jersey](#) celebrates diversity and believes it makes us stronger. We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered. We actively encourage applications from individuals of all backgrounds, including underrepresented groups. Our goal is to foster a workplace that reflects the rich tapestry of human experiences, perspectives, and talents. Join us as we build a diverse and vibrant team!

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way is unlike any other in the country, running both a national research organization called [United For ALICE](#) as well as serving community needs across a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties.

The funds raised by this United Way are invested in unbiased data insights, innovative solutions, and on-the-ground impact to address financial hardship, improving life for ALICE and all.

Department:

Executive Leadership Team

Reports to:

CEO

Broad Function/Purpose:

The Executive Coordinator plays a crucial role in supporting the Executive Leadership Team and ensuring the smooth operation of an organization. This position involves managing administrative tasks, coordinating schedules, and facilitating communication between executives, departments, and external stakeholders.



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This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



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Primary Responsibilities:

- **Administrative Support:**
 - Handle day-to-day administrative tasks, including managing calendars, scheduling meetings, and organizing travel arrangements.
 - Prepare and edit documents, presentations, and reports.
 - Maintain confidential files and records.
 - Support Board of Trustees administrative management including meeting preparation, minutes, logistics, communication, etc.
- **Communication and Coordination:**
 - Serve as a liaison between executives and other team members.
 - Coordinate internal and external communications, including emails, phone calls, and correspondence.
 - Arrange and facilitate meetings, conferences, and events.
- **Project Management:**
 - Assist with project planning, tracking, and follow-up.
 - Collaborate with cross-functional teams to ensure project deadlines are met.
 - Monitor progress and provide status updates to executives.
- **Relationship Building:**
 - Cultivate positive relationships with board members, clients, partners, and stakeholders.
 - Represent the executive team professionally in interactions with external parties.
 - Handle inquiries and resolve issues promptly.

Requirements:

- Bachelor's degree preferred or relevant experience
- At least 5 years' proven experience as an executive assistant or coordinator
- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Proficiency in office software (Microsoft Office, Google Workspace, etc.)
- Discretion and confidentiality are essential
- An understanding of cross-functional team dynamics along with the ability to facilitate effective interactions by working collaboratively with representatives from different departments
- Reliable transportation required as some travel may be involved

Job Type:

- Part time: 20-25 hours per week

Compensation:

- \$25-\$30 per hour
- Benefits: Paid Holidays and Paid Time Off (PTO)

Work Environment:

- This job function uses standard office equipment, such as computers, phones, printer, and photocopiers
- Hybrid: Primarily remote, some office meetings with staff, board volunteers, vendors, and donors



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Submit résumé and cover letter to:

Kiran.Gaudio@UnitedWayNNJ.org

Equal Opportunity Policy:

United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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