



Small Magic is seeking a part time *Executive Coordinator* to serve as a key administrator and force multiplier for our Executive Director. The ideal candidate is a motivated self-starter who is detail-oriented and holds a high bar for both themselves and others.

KEY DETAILS

This part-time role offers \$25-30 per hour for a commitment of 5-10 hours per week. The schedule is highly flexible and primarily remote, although there is a preference for candidates based in or around Birmingham. The candidate for this role will be hired as an independent contractor. The person in this role must be able to set aside at least 1 hour between the hours of 8am-6pm CT every M-Th to address time-sensitive work; all other work can be completed at your convenience.

WHO WE ARE

Small Magic supports the future stability and prosperity of Birmingham by focusing on our most precious resource—our children. Our innovative programs embrace cutting-edge technology and the deep involvement of parents, community partners, and teachers to ensure all the children in our community are prepared for kindergarten and a lifetime of economic mobility. Research shows that the earliest support for kids can have the most positive and cost-effective lifelong impact. Together, we're ensuring that Birmingham can become the best city in America to raise a child under five.

The heartbeat of this work is our nimble, high-functioning team. We look for people who align with our values--tenacious, curious, empathetic, and focused on both equity and impact. In a recent employee survey, 100% of employees agreed with statements like "I'm proud to work at Small Magic," "my job gives me the flexibility I need to meet the needs of my personal life," and "my manager cares about me as a person." For more information on our work and culture, visit smallmagic.org.

WHAT YOU'LL DO

The Executive Coordinator will report to the Executive Director. The location of the role is flexible, with a preference for someone Birmingham-based. The role is responsible for the following:

- Managing Executive Director's scheduling, working to align her calendar with her priorities
- Provide inbox management and communications support to the Executive Director, effectively capturing her voice and values
- Executing travel arrangements and logistics for Executive Director
- Handling reimbursement reports and reconciling business expenses
- Other duties as assigned, including things like ordering supplies or gifts, making appointments or phone calls, and conducting light research

WHO YOU ARE

To be successful in the role, the Executive Coordinator will excel in the following competencies:

Organization and execution: You're highly organized, efficient, and detail-oriented. People often tell you nothing gets past you. You excel at juggling multiple priorities and ensure that every task is completed efficiently and effectively. You consistently meet deadlines, reprioritizing as necessary.

Excellent communication skills: You have strong communication skills, both orally and in writing. You're responsive and respectful in communicating with internal and external stakeholders. You draft concise,



compelling written materials.

Technical proficiency: You're highly proficient with GSuite (Drive, Docs, Sheets, Mail, etc.) and able to quickly learn new tools as needed.

Strong judgment: You consistently make sound decisions, considering situations through multiple lenses. You're able to prioritize what matters. You understand the importance of discretion and can be trusted to handle sensitive information with integrity and confidentiality.

Commitment to equity and antiracism: You recognize ways that race and other identities intersect. You have a deep awareness of your own identities and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, class, and other lines of difference. You understand the historical context for racial inequity (in Birmingham and beyond) as well as its current implications.

While not requirements for application, the following things might contribute to success in this role:

- Multiple years of professional experience
- Past experience in a detail-oriented role

WHAT ELSE YOU SHOULD KNOW

Small Magic believes it's essential to cultivate an internal culture that reflects the diversity and strength of the community we serve. We especially encourage job applications from communities that are most impacted by educational inequity. Our organization will not discriminate against any individual based on race, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, or any other factors prohibited by applicable law.

The compensation for this role is \$25-30 per hour, dependent on experience and competencies. This is a contract role; benefits are not provided.

HOW TO APPLY

To apply, please visit: smallmagic.org/careers