



EXECUTIVE LIAISON & SPECIAL PROJECTS COORDINATOR JOB DESCRIPTION

Job Title	<i>Executive Liaison & Special Projects Coordinator</i>	Department	<i>Executive</i>
FLSA Status	<i>Hourly, Non-exempt</i>	Reports To	<i>Chief Executive Officer (CEO)</i>

About Connections for Children

Connections for Children (CFC) is a non-profit Child Care Resource and Referral agency serving child care providers, educators, and parents in the West Los Angeles and South Bay communities. For nearly 50 years, CFC has been a key community resource, empowering families and child care providers to ensure every child has access to quality early care and education. Through child care referrals, financial assistance, family engagement, and workforce development programs, CFC strengthens the link between families, providers, and the broader community, promoting the well-being and optimal development of young children. Committed to equity and excellence, CFC is a steadfast advocate for the nurturing and educational needs of all children, continually evolving to meet the changing demands of the community.

Connections for Children is focused on expanding programs to serve more people throughout our service area, while investing in staff and organizational capacity to ensure mission success. By establishing a more diverse revenue base, CFC is sustaining and growing its impact, prioritizing equity, and inclusivity in all efforts. This prioritization affirms CFC's commitment to diversity, equity, inclusion, and belonging, particularly in serving underserved populations, and positions the organization to embrace innovation and cultivate strong partnerships for the betterment of countless children and families.

About the Position

Reporting to the Chief Executive Officer (CEO), the Executive Liaison & Special Projects Coordinator will provide a variety of skilled administrative and project management support services to the CEO, Board of Directors, and Executive Leadership Team. The Executive Liaison will manage schedules, workplans, and communication on behalf of the CEO. The Executive Liaison will also play a lead role in coordinating special projects and policy and systems change activities to advance the agency's mission and strategic plan.

Primary Responsibilities

- Act as a primary point of contact for communication with staff, Board members, and external constituents on behalf of the CEO.
- Serve as the staff liaison to the Board of Directors.
- Coordinate and implement various Board projects and initiatives and support related administrative needs.

- Help plan and provide administrative support for all Board meetings, events, and activities including managing participants, drafting agendas and minutes, securing facilities, handling food and room setup, and managing technology needs.
 - Manage the CEO's schedule, track deadlines, prepare correspondence and presentations, plan meetings, arrange travel, and complete expense reports.
 - Maintain an understanding of agency bylaws and policies, supporting their adherence and implementation.
 - Identify, implement, and maintain an online Board portal; regularly update the Board Handbook and related files.
 - Support the Executive Leadership Team in planning and implementing special projects, cross-department initiatives, and agency events.
 - Support the agency's efforts to collaborate with partner organizations and networks to advance programs and policies that align with mission and strategic goals.
 - Support the CEO to cultivate and strengthen relationships with array of policy, community-based stakeholders, government staff, and political leadership.
 - Coordinate the agency's efforts to engage staff, program participants, and community partners in policy and system change initiatives.
 - Maintain an understanding of early childhood landscape.
 - Assist other departments and work as a member of interdepartmental teams as needed.
 - Serve as an in-house expert on MS Office Suite, providing support as necessary.
 - Prepare and create materials consistent with CFC branding and communication guidelines.
 - Perform other duties and responsibilities as assigned.
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- **Experience, Knowledge, Skills, and Requirements**
 - Minimum of five years of experience in high-level administrative and executive support, preferably in a non-profit setting.
 - Experience in public policy, system change, and advocacy; Understanding of Los Angeles County and State early childhood landscape.
 - Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams), Adobe, project management and video conference platforms.
 - Bachelor's degree in related field.
 - Ability to always exercise discretion, maintain confidentiality, and practice good judgment.
 - Excellent oral and written communication skills.
 - Exceptional attention to detail and accuracy.
 - Well-organized and able to self-manage competing priorities.
 - Resourceful and able to thrive within a fast-paced environment.
 - Excellent interpersonal skills, flexible and collaborative; ability to work effectively with a diversity of staff, supporters, and community members.

**Working Conditions**

- Requires in-office work five days per week (Monday - Friday). Consideration for hybrid telework. (up to two days per week) after completing 90-day introductory probation.
- Workplace is a typical office environment.
- The ability to attend occasional evening and weekend events is expected.
- Must have reliable transportation for local travel.
- Must comply with agency health and safety protocols.
- Must successfully pass a criminal background check upon hire.

Wage Range: \$34.00 - \$41.00/ hour

This is a full-time, hourly, non-exempt position based on a 35-hour workweek. Eligible for performance-based incentive. Competitive benefits package consisting of health, dental, vision, life insurance, 401k employer contribution, paid sick leave, paid time off (PTO), holidays, and a hybrid telework work option.

Organizational Statement

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at Connections for Children is strictly on an at-will basis.

Equal Opportunity Employment Statement

Connections for Children is committed to the principle of equal employment opportunity for all employees and providing employees with a work environment free of discrimination and harassment. All employment decisions at Connections for Children are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws.