



has an opportunity for an

Executive Coordinator
Corporate Office (Laguna Hills)
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Executive Coordinator works directly with the CEO and is primarily responsible for supporting the CEO by providing a wide range of administrative functions and maintaining information pertaining to all CEO activities.

Responsibilities:

- Supporting the business of the Board of Directors, external relations with the County, donors, school leaders, etc.
- Supervises administrative staff, supports project management objectives, and all agency business development, marketing, and fundraising activities by the CEO and/or the Development team.

Skills and Abilities:

- Effective communication and collaboration on projects/assignments involving multiple staff at various levels of the organization. Manage multiple priorities. Strong customer service orientation.
- Organizes and prioritizes critical issues and required information for the CEO to facilitate efficient decision making.
- Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department, or agency for outgoing communications.
- Requires ownership of the Board Meeting prep, minutes, resolution approval and communication.
- Safeguards confidentiality by exercising discretion in communicating information.
- A demonstrated ability to lead people and get results through others.
- Coaching and development of direct reports including structured performance reviews as well as on the spot coaching for a culture of continuous improvement.
- Attention to detail.

- The ability to receive limited information and translate that to solutions for the CEO.
- Dependable and independently reliable.
- Problem solving ability.
- Excellent interpersonal and communication skills.
- Ability to build trust and confidence with department leaders throughout the organization to ensure optimal impact.
- Type (60+WPM) with high accuracy. Excellent grammatical, editing, and proofreading skills.
- Office skills including telephones, messages, setting appointments.
- Must be computer literate with Microsoft Office Suite, Outlook, Word, Excel, and database skills. Computer proficiency with PowerPoint required. Experience with Office 365, Slack, etc., preferred.

Minimum Qualifications:

- Bachelor's degree and four to six years related experience, or equivalent combination of education and experience required.
- Supervisory experience of administrative staff required – minimum of two direct reports.
- Knowledge of or work experience in the non-profit sector preferred.

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce to maintain the excellence of Agency service to the community and to offer richly varied disciplines and perspectives.