



## Job Description: Part-time Administrative Coordinator

### Summary

Carolina Youth Coalition (CYC) is seeking a detail-oriented, mission-aligned Administrative Coordinator to support daily operations and logistics at our Southwest Campus. The Administrative Coordinator will play a critical role in managing office systems, welcoming guests and visitors, maintaining campus readiness, and supporting both administrative and development functions. This individual will ensure that the Southwest site operates smoothly, safely, and professionally in support of CYC's programming and organizational goals.

The ideal candidate brings a strong sense of ownership over physical space, has excellent organizational and interpersonal skills, and thrives in a dynamic environment where no two days are the same.

### About Carolina Youth Coalition

Carolina Youth Coalition (CYC) nurtures and propels high-achieving, under-resourced students to and through college. Since launching in 2018, CYC has supported over 450 Fellows across Charlotte through comprehensive college access and success programming. Fellows have earned more than \$74 million in scholarships and grants, and over 76% attend college debt-free.

In 2024, CYC completed a \$10M capacity-building campaign to expand its impact from 250 to 500 high school Fellows by 2028. With growing campuses in East and Southwest Charlotte, CYC continues to scale its mission and reach.

### Position Overview

The Part-Time Administrative Coordinator is responsible for ensuring a clean, efficient, and welcoming environment at the Southwest Campus. Reporting to the Deputy Director, this role oversees guest management, facilities support, food service logistics, transportation coordination, and administrative duties. The Administrative Coordinator ensures all day-to-day campus operations are carried out with professionalism, accuracy, and a strong alignment with CYC's values and student-centered mission.

**Reporting:** Reports to Deputy Director

**Schedule Type:** Part-Time (Non-Exempt); 24 hours per week

**Days:** Monday, Tuesday, Thursday

**Hours:** 9:00 AM – 6:00 PM (1 hour lunch)

**Location:** Charlotte, NC (in-person at Southwest Campus)

## Core Responsibilities

### Campus Operations & Administrative Support

- Oversee daily operations and readiness of Southwest Campus facilities, including access points, program rooms, common areas, kitchen, and office spaces.
- Manage daily opening and closing protocols per facility and transportation procedures.
- Submit maintenance and supply requests, track work orders, and liaise with CPI Security contacts.
- Organize and distribute mail, deliveries, and internal communications.
- Monitor and restock office and kitchen supplies; maintain inventory for food pantry and programs.
- Maintain and update organizational calendars, including staff schedules and visitor appointments.

### Guest & Vendor Management

- Serve as the first point of contact for Southwest Campus guests and vendors.
- Maintain visitor logs and enforce access and safety procedures.
- Communicate with service providers to confirm appointments and resolve issues.

### Finance & Development Support

- Process and track invoices, payments, and receipts.
- Maintain accurate records in Neon CRM related to program and donor information.

### Transportation & Food Service Support

- Monitor safe drop-off and pick-up procedures and communicate updates with families or drivers as needed.
- Coordinate food ordering and distribution for program days and special events.
- Communicate with vendors to ensure timely, accurate food service.
- Support Wednesday mentor meetings, including space prep and guest welcome.
- Follow food safety, kitchen cleanliness, and fridge clean-out protocols.

### Safety & Emergency Preparedness

- Monitor shared space cleanliness and report hazards.
- Follow CPI emergency protocols and assist with fellow headcounts during drills or incidents.
- Respond to maintenance or safety issues in a timely, documented manner.

### Additional Responsibilities

- Assist with special events and site-based initiatives as needed.
- Support cross-campus communication and administrative coordination.
- Uphold and model CYC's core values in all responsibilities and interactions.

## Qualifications

### Education/Skills/Experience

- High school diploma required; some college or relevant certifications preferred.
- 2+ years of experience in office administration, facility support, or customer service.
- Excellent verbal and written communication skills.
- Organized and self-directed, with a problem-solving mindset.
- Proficiency with Microsoft Office, Google Workspace, and basic CRM tools (e.g., Neon).
- Comfortable working in a youth-centered environment with frequent foot traffic.
- Able to lift up to 25 pounds and move throughout the facility.

## Compensation

- Hourly rate: \$18-22/hr
- Access to on-site CPI facilities (gym, café) during scheduled work hours
- Pro-rated eligibility for paid time off and holidays
- Professional development opportunities in a mission-driven environment

### Ideal Start Date

On or before August 12th, 2025

## To Apply:

- Interested applicants should **email a resume** to [careers@carolinayouth.org](mailto:careers@carolinayouth.org).
- **Subject Line:** *Administrative Coordinator Applicant - [Your Name]*

## More About Us

### Why CYC?

There are many high-achieving, under-resourced Fellows throughout our city who have the potential to get into and graduate from college with an opportunity for economic mobility. However, many lack the necessary academic, financial, and social support at this pivotal time in their journey to maximize their full potential. In Charlotte-Mecklenburg Schools, low-income students enroll in college at ½ the rate of their higher-income peers. These disparities are the result of a profound resource gap for under-resourced Fellows that CYC combats by preparing Fellows holistically for both college entry and graduation.

### Our Programs - Provided at no cost to Fellows

- **Future Fellows Program**

- The Future Fellows Program is a transformative 3-week summer program designed for rising freshmen in high school who have been admitted into the CYC program. This immersive experience blends rigorous academic enrichment with exciting excursions, creating a dynamic environment that fosters learning, growth, and preparation for the 9th-grade transition.

- **Torch Fellows Program**

- The Torch Fellows Program is a 10-month after-school program that pairs CYC Fellows with mentors and a comprehensive set of college-preparatory resources to ensure that each Fellow is prepared to identify, gain entrance to, and successfully matriculate through a college that is an academic, social, and financial fit.

- **College Success Program**

- Graduates of CYC's Torch Fellows program transition to becoming College Fellows and are enrolled in the College Persistence Program starting the summer after high school graduation. Through this program, College Fellows have access to college transition support, career coaching, mentoring, and emergency financial assistance throughout their time in college.

### Our Values – CYC community members choose to embody:

- GROWTH – Be a work-in-progress.
- OPENNESS – Value difference.
- COMMUNITY - Take care of CYC and one another.
- EXCELLENCE – Invest in your absolute best.
- EMPOWERMENT – Choose to be powerful.

### Who We Serve - CYC Fellows are identified through local school and community partners as:

- High-performing – Fellows typically maintain a 3.3 GPA or above
- Under-resourced - CYC prioritizes students with a family income of <\$60,000, who will be first-generation college goers, or who have demonstrated financial need