

JOB ANNOUNCEMENT

COORDINATOR, BOARDREADY INSTITUTE (BRI)

(Remote Work from the Continental US)

ABOUT THE LCDA/LCDEF

The Latino Corporate Directors Association (LCDA) is a community of US Latinos at the highest levels of corporate leadership that are committed to paying it forward. Its mission is to develop, support, and increase the number of US Latinos on corporate boards. LCDA's strategy to accelerate Latino placements on corporate boards is focused on three areas: growing demand, growing supply, and raising awareness.

The Latino Corporate Directors Education Foundation (LCDEF) is the affiliated foundation of LCDA. LCDEF is committed to paving the way for the next generation of US Latino corporate directors by providing educational programming and thought leadership to support the development of aspiring Latino and Latina directors. Together with LCDA, the foundation's strategic priority is to grow the pool of board-qualified US Latino executives prepared for corporate board service.

OVERVIEW OF ROLE

The Coordinator of LCDEF's BoardReady Institute (BRI) is responsible for coordinating the day-to-day operations of the BRI core, BRINext and BRI Pathway programs. He/she coordinates and manages the virtual and in-person programming sessions, networking events, and coaching activities associated with board-ready, senior executives and LCDA Executive Members. Coordinator also supports in the compiling and tracking of the outreach, review, and selection process of LCDA's Executive Member candidates for Director. This position reports to the Director of BRI.

The following details the duties and responsibilities of this position:

- Supports the Director in coordinating the day-to-day operations of LCDEF's BoardReady Institute (BRI) programs including, BRI core, BRINext and BRI Pathways.
- Supports team on annual goals, timelines, activities, and metrics around LCDEF's board-ready programming.
- Coordinates the disseminating, compiling, and tracking of the outreach, review, and selection process of LCDA's Executive Member candidates.
- Coordinates prospective and LCDA Executive Member profiles and ensuring they are up to date and posted accurately in association's Member Portal.
- Coordinates the schedule and participation of onboarding sessions for New LCDA Executive Members.
- Coordinates with team, the virtual and in-person programming sessions, networking events, and mentoring circles associated with the BRI.
- Coordinates leadership and board-ready education programs with team, as part of BRI Pathways for partner organizations and their ESG groups, members, or constituency. May include compiling collateral material, setting up and handling program registration, and/or coordinate continuing education credits as needed.

- Coordinates the tracking and completion of BRI core program sessions by LCDA Executive Members for BRI Certification purposes.
- Creates and distributes evaluation tools among participants, speakers, and faculty. Compiles survey/evaluation data and prepares for sharing with LCDEF program committee and board. Integrates findings as needed.
- Supports the outreach, education, and review process of LCDA Executive Member candidates.
- Participates in weekly one-on-one and team check-in calls, as well as program committee calls.

Partner Relationship Support:

- Supports Director in coordinating partnership fulfillment and relationships that support the work of LCDA’s Executive Members and BRI programming, including coordinating logos, member profiles, and overall writes.

Cross-Functional Support:

- Collaborates with LCDA’s Marketing team to promote Executive Member announcements on social media or other media opportunities.
- Supports the work of LCDA/LCDEF’s cross-functional teams for virtual and in-person events as needed.

QUALIFICATIONS

- Minimum of 2-3 years’ experience with demonstrated skills, knowledge, and experience in program and or event management.
- Self-motivated with detail-oriented, time management, and problem-solving skills.
- A self-motivated professional, who is entrepreneurial; enjoys creating and supporting new initiatives, processes, or ideas.
- Solid communications and writing skills.
- Proficiency in MS Office Suite of programs (especially Excel and Power Point).
- Some proficiency in CMS databases.
- Commitment to working collaboratively with cross-functional teams.
- Experience in the association or not-for-profit sector preferred.
- Ability to travel within U.S. 1-2 times per year

SALARY: Negotiable depending on skills and experience; full-time role (40 hours a week)

POINT OF CONTACT: Carmen Joge, Vice President of Programs & Operations

PLEASE SEND COVER LETTER & RESUME OF QUALIFICATIONS TO:

Carmen T. Joge at cjoge@latinocorporatedirectors.org