Purpose: The International Coalition of Girls' Schools (ICGS) is the leading advocate for girls' schools, connecting and collaborating globally with individuals, schools, and mission-aligned entities dedicated to educating and empowering girls.

Vision: We are united in elevating women’s leadership worldwide by educating and empowering our students to be ethical, globally minded changemakers.

Principles: ICGS engages the power of many voices to strengthen our schools, communities and world; uplifts learning communities committed to diversity, equity, justice, and belonging; challenges individuals to imagine and explore new possibilities; inspires the next generation of global citizens to lead with courage, competence, and empathy; and prepares girls for lives of commitment, confidence, contribution, and fulfillment.

ADMINISTRATIVE COORDINATOR

The International Coalition of Girls’ Schools (ICGS) seeks energetic, collaborative, and detail-oriented candidates for its part-time (30 hours/week) Administrative Coordinator position.

The Administrative Coordinator reports directly to the Director of Finance & Operations and works closely with all six members of the talented ICGS team. Each member of the ICGS team works remotely from home-based or satellite offices and interfaces daily with one another and member schools using videoconferencing platforms (primarily Zoom) and other collaborative software (e.g. Microsoft Office, Dropbox, Google Suite, etc.). The position is remote, and candidates are welcome to apply regardless of geographic location.

ABOUT THE COALITION

Since its inception in 1991, the Coalition, supported by an annual operating budget of $1.8M, has built an increasingly strong foundation to advance girls’ schools worldwide. Its membership — totaling 330+ independent, tuition-free, and religiously-affiliated schools in 16 countries — has grown significantly; its programs and services have expanded; and an international visibility and influence has been achieved. Informed by an exciting new global vision, the Coalition is embarking upon its fourth decade with an unwavering commitment to elevating women’s leadership worldwide by educating and empowering students to be ethical, globally minded changemakers.

Effective July 1, 2022, we will reposition from the National Coalition of Girls’ Schools (NCGS) to the International Coalition of Girls’ Schools (ICGS).
RESPONSIBILITIES

In this newly created position, the Administrative Coordinator provides support in various areas, including data entry, meeting coordination and scheduling, communications, programming logistics, and general administrative tasks, such as:

- Providing administrative support, such as arranging travel, scheduling appointments and meetings, and drafting external correspondence
- Monitoring incoming communications
- Updating and maintaining database records
- Assisting with programmatic and event-related communications and logistics
- Contributing to strategic projects as needed and other duties as assigned

EXPERIENCE AND DESIRED SKILLS

- Bachelor’s degree required and experience in a related administrative role preferred
- Passionate about girls’ education and ICGS’s vision, purpose, and principles
- Cultural competency and a strong commitment to diversity, equity, inclusion, and belonging
- Highly organized and detail-oriented, with the ability to manage multiple time-sensitive projects and shifting priorities simultaneously while providing excellent customer service to all stakeholders
- Exceptional oral and written communication skills
- Proven ability to work collaboratively with team members and to offer creative solutions
- Disciplined work habits with the ability to self-motivate and comfort with working virtually
- Technical expertise in Microsoft Office, Zoom, AMS software, Canva, Google Suite, etc.

APPLICATION

Applications are requested by July 1, 2022. Screening of applications will commence on a rolling basis as they are received. Candidates are asked to submit electronically:

- A cover letter expressing interest and qualifications for the position
- A resume/C.V.
- Name, organization and job title, email address, phone number, and relationship to candidate of two (2) references

To: Jean Baker, Director of Membership & Outreach
jbaker@ncgs.org
Office: (+1) 434.205.4496

ICGS embraces the power of many voices and is committed to equity, justice, and belonging. Candidates from diverse backgrounds, identities, and cultures are encouraged to apply.