Office Coordinator and Scheduler

*If you are an excellent communicator who thrives on organization, excels at detailed tasks, and is constantly seeking ways to improve processes, read on.*

The Center for Planning Excellence (CPEX) is a unique non-profit planning organization that provides planning and policy services, driving cross-agency and collaborative statewide planning initiatives and urban, rural, and regional planning implementation in Louisiana. We provide best-practice planning models, innovative policy ideas, and technical assistance to individual communities that wish to create and enact master plans dealing with transportation and infrastructure needs, environmental issues, and healthy community design. CPEX brings together community members and leaders from across the state and provides guidance as they work toward a shared vision for future smart growth and sustainable development. CPEX continues to be on the cutting edge of climate, resilience, and healthy community design in Louisiana.

CPEX seeks an Office Coordinator and Scheduler to work with our team. This position will report to the Director of Operations and is responsible for administrative, financial, and operational needs of the organization as well as supporting scheduling for the CEO and board relations. The ideal candidate will be detailed, structured, and highly organized, and comfortable working in a collaborative, dynamic, and fast-paced environment.

**Both Office Coordination and Scheduling/Board Relations are critical functions of this position. Essential Duties Include:**

**Office Coordination**
- Coordinate day-to-day office operations
- Act as the first point of contact to CPEX, by emailing, answering phone calls, making calls, and receiving office visitors
- Assist with financial operations, including processing payments, bills, invoices, and bank deposits
- Manage mail, including internal distribution, postage, and bulk mailings
- Serve as point of contact for vendors and contractors
- Research, compare, and present options for travel and purchases; make purchases and travel arrangements
- Assist in preparing for, and occasionally attend, CPEX events including the Smart Growth Summit, membership events, and public meetings
- Maintain electronic and physical filing system organization and inventory of supplies
- Assist with membership campaigns and development, including meeting coordination and database maintenance
• Assist with human resources functions, including employee onboarding
• Other administrative duties as requested

Scheduling and Board Relations
• Act as point-of-contact and represent the CEO through multiple lines of communications
• Co-manage the CEO’s calendar and make arrangements on her behalf
• Assist others with scheduling and meeting arrangements as needed
• Begin with assisting with Board of Directors and Board Committee management, with the expectation to take on coordination duties in the future

Needed Skills:
• Excellent verbal, written, and interpersonal communication, with the ability to positively and professionally represent the organization
• Solid judgement and decision-making abilities
• Organizational and time management
• Attention to detail and accuracy
• Ability to “manage up” to assertively and effectively obtain needed answers and feedback
• Self-motivated
• Ability to think critically about and improve processes and efficiency
• Proficiency in Microsoft Office and Google Workspace
• Flexibility and ability to respond to changing situations
• Desire to learn – about the work CPEX does, new processes, and new technology
• Work collaboratively with members of the CPEX team

Desired Skills:
• Experience in other software and web programs, including Adobe and Squarespace
• Editing and proofreading

Qualifications:
• At least 3 years of relevant experience
• A degree preferred but not required with experience

Location/Travel:
The position is based in CPEX’s headquarters in downtown Baton Rouge. Some remote work is possible, but the successful candidate will spend most workdays at the CPEX office. This position requires regular travel in and around Baton Rouge during the workday, and possible travel around the region for other CPEX events, occasionally on evenings and weekends with advance notice. No overnight travel is anticipated.
Compensation and Benefits:
This is a full-time, salaried position with benefits and competitive pay in a flexible work environment. Salary is anticipated to start at $45,000 and will be commensurate with the successful candidate’s level of experience.

How to Apply:
Applicants must submit a resume, cover letter, and 2-3 professional references to Heather Finke at hfinke@cpex.org with the subject line “Office Coordinator Application” until the position is filled. Qualified candidates will be invited for virtual or in-person interviews on an ongoing basis. References will only be contacted after coordination with the candidate.

Diversity, Equity, and Inclusion at CPEX:
CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.