



Executive & Board Coordinator

The Michigan League of Conservation Voters (LCV) – one of Michigan’s largest, most impactful political advocacy organizations working to clean up our water and air, address climate change, and protect access to voting – is seeking a full-time Executive & Board Coordinator to ensure the Executive Director, leadership team, Michigan LCV Board, Michigan LCV Education Fund Board, and Board Committees are able to best meet the strategic goals of the organization.

The ideal candidate will be someone who is highly organized with strong attention to detail. They will be a clear, confident, and proactive communicator, a skilled manager of competing priorities, and a methodical planner who likes logistics and moving work across the finish line. This position, alongside a team of tenacious colleagues, will advocate for strong environmental protections, and build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

About the Michigan League of Conservation Voters

The Michigan League of Conservation Voters is a statewide political organization whose mission is to elect pro-conservation candidates to office and to hold all decision makers accountable for protecting Michigan’s drinking water, attacking climate change, and expanding access to the ballot. We work closely with elected officials, business leaders, partner organizations, and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan’s land, air, and water.

Michigan LCV is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline, and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

Job Responsibilities

The Executive & Board Coordinator reports to the Executive Director and is ideally based in Southeast Michigan. They are primarily responsible for the following:

- Planning, coordinating, and protecting the Executive Director’s schedule to ensure it is followed and respected, and creating win-win situations for direct access to the Executive Director’s time and energy.
- Communicating directly and on behalf of the Executive Director with board members, donors, staff, and others to keep them informed and engaged in opportunities to further Michigan LCV’s goals. Taking a hands-on approach to bring deliverables across the finish line, including drafting personal correspondence, acknowledgement letters, and other tasks that improve the Executive Director’s ability to effectively lead the organization.
- Supporting the other members of the leadership team with administrative tasks..

- Managing administrative tasks including scheduling, email correspondence, travel arrangements, and preparation for meetings, events, and speaking engagements.
- Planning successful board events and functions—including orientation, quarterly meetings, committee meetings, and annual retreats—managing the creation of the board and committee packets, ensuring that due dates are met and near final drafts of materials are presented on time for final review and approval.
- Serving as board members’ resource for connecting with staff, finding answers to questions or submitting feedback and recommendations.
- Learning and adhering to applicable rules and regulations set in bylaws regarding board and board committee matters.
- Managing all critical board-related documentation, including rosters, meeting minutes, and schedules.
- Reliable access to the internet, a phone to use for work purposes, and transportation for travel across the state as well as the ability to participate in campaign activities, either phone banking or canvassing.
- Cultural competence:
 - Demonstrated awareness of one’s own cultural identity and the ability to learn and build on varying community norms
 - Ability to make authentic relationships across difference
 - Understanding of how environmental and voting rights issues intersect with racism, economic and social inequality in the U.S.
 - Commitment to equity and inclusion as organizational practice and culture

Qualifications

We are seeking candidates who can **efficiently stay on top of a wide range of work with competing deadlines**, have a **respect for polished work and fine-tuned details**, and are **positive forces in the face of shifts and changes**. You should have:

- A minimum of 3 years serving as an Executive Assistant or similar role
- A self-starter and problem-solver approach to work: A track record of jumping into project planning and execution with minimal direction, consistently overcoming challenges and leveraging resources to creatively solve problems, proposing solutions to issues without much guidance, proactively asking for help, anticipating problems, and course-correcting where needed
- Excellent attention to detail: A track record of noticing and fixing errors that others might overlook, acknowledging mistakes and turning them into learning opportunities, and leaving things better than you found them
- Ability to manage a high volume of work with efficiency: Experience in keeping tasks from slipping through the cracks, juggling competing demands and prioritizing without sacrificing quality, planning backwards to make deadlines, asking for help when needed, and managing upwards and sideways, especially in a project management setting
- Experience managing up and sideways in a respectful, positive, and efficient manner
- An aptitude for thinking three (or 30) steps ahead to ensure things run smoothly, and proactively communicating needs, challenges, and opportunities
- Proven ability to handle confidential information with discretion and demonstrate the highest level of customer/client service and response
- Living the mission: Hold a personal and professional commitment to social and political change and believe that personal growth is essential to that change; approach work with honesty, integrity, compassion, kindness, and humility; actively listen; and have the emotional elasticity to resolve conflict, take accountability, and act with the organization’s best interests at heart
- Reliable access to transportation for travel across the state and a cell phone to use for work purposes as well as the ability to participate in campaign activities, either phone banking or canvassing

Compensation & Benefits

Step 1 (0 - 4 years of paid and direct experience): \$62,000

Step 2 (5+ years of paid and direct experience): \$66,000

Michigan LCV offers a benefits package that includes health, dental, and vision coverage, long-term and short-term disability coverage, life insurance coverage, a retirement savings program, reimbursements for business-related travel, a generous paid time off policy, and a team of smart, funny, and kind colleagues working together to deliver on a mission that matters.

How to Apply

[Click here to apply](#). Applications will be reviewed on a rolling basis. If you need accommodation or assistance with our online application process, please tell us how we can help by emailing jobs@michiganlcv.org or by calling us at (734) 222-9650.