



POSITION: Executive Support Coordinator

STRUCTURE: Part-time, hourly; approximately 20–25 hours/week

LOCATION: Richmond, VA. A hybrid work environment with some in-office presence expected to support meetings and organizational coordination

BACKGROUND:

The Autism Society of Central Virginia (ASCV) is seeking a highly organized, detail-oriented Executive Support Coordinator to provide direct administrative and coordination support to the Executive Director. This role supports the Executive Director's day-to-day effectiveness by managing email and calendars, preparing meetings, tracking commitments, and ensuring consistent follow-through on internal and board-related work.

As ASCV continues to grow in programs, partnerships, and governance, the Executive Support Coordinator plays a key role in supporting executive workflow, communication, and preparedness, helping the Executive Director stay focused on strategic priorities through strong organization, coordination, and execution.

KEY RESPONSIBILITIES:

Executive Director Email & Communications Support:

- Monitor and manage the Executive Director's assigned inboxes
- Flag priority messages and items requiring review or decisions
- Draft routine responses and acknowledgments on behalf of the Executive Director
- Coordinate scheduling and follow-up from email communications
- Maintain inbox organization, tracking, and follow-through

Executive Director Meeting & Calendar Support:

- Manage the Executive Director's calendar and scheduling
- Coordinate internal, external, board, and committee meetings
- Prepare and distribute agendas and meeting materials in advance
- Take notes or minutes and track action items
- Send post-meeting summaries and follow-up communications to support accountability

Board & Committee Coordination Support:

- Coordinate logistics for board and committee meetings on behalf of the Executive Director
- Prepare and distribute board materials in coordination with staff
- Maintain board rosters, terms, and contact information
- Track board deliverables, governance documents, and deadlines
- Support board onboarding logistics and ongoing administrative needs

Task & Deadline Tracking in Support of Executive Leadership:

- Maintain master task lists and project trackers related to the Executive Director's responsibilities
- Track deadlines and deliverables across leadership and board work
- Follow up on outstanding action items and requests
- Prepare weekly or regular summaries highlighting upcoming deadlines and items requiring the Executive Director's attention

QUALIFICATIONS:

- Bachelor's degree required
- Strong organizational and follow-through skills
- Excellent written communication and attention to detail
- Comfort handling confidential information with discretion
- Demonstrated proficiency with Google Workspace (Gmail, Calendar, Drive, Docs) and Microsoft Office (Outlook, Word, Excel)
- Experience managing calendars, email, and shared documents
- Ability to manage multiple priorities and shifting deadlines
- Familiarity with project management or task-tracking tools preferred
- Experience in an administrative or executive support role preferred
- Nonprofit experience preferred

WORK ENVIRONMENT & ADDITIONAL REQUIREMENTS:

- Ability to work in a hybrid environment, including some in-office presence
- Strong reliability and responsiveness during scheduled work hours
- Ability to work independently while maintaining close coordination with the Executive Director

ADDITIONAL DETAILS:

Compensation: \$24-\$28 Hourly, commensurate with experience and qualifications.

ASCV offers part-time employees PTO and a monthly phone stipend.

ASCV offers a collaborative, mission-driven work environment and the opportunity to support executive leadership at a growing nonprofit organization serving the autistic community.

All offers of employment are contingent upon reference and background checks. ASCV is an equal opportunity employer; we celebrate diversity and are committed to creating an inclusive environment for all employees.

HOW TO APPLY:

Please submit a resume and cover letter to **development@ascv.org**. No phone calls, please. Screening of applicants will begin on **January 30, 2026**, and will continue until the position is filled.