

COLLEGE UNBOUND

Title: Administrative and Executive Coordinator
Location: Providence, RI
Status: Full-time
Schedule: Hybrid
Range: \$55,000 to \$65,000

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary: The Administrative and Executive Coordinator (AEC) provides essential administrative and operational support to the Chief of Staff, helping ensure the smooth execution of key organizational priorities at College Unbound. This role is ideal for a highly organized, detail-oriented professional who is excited to contribute to an innovative, equity-focused higher education model.

At College Unbound, our work is rooted in supporting adult learners to complete their college degrees while honoring their lived experiences, leadership, and community impact. This role sits at the center of that work, supporting the systems, people, and coordination that make our model possible.

The Coordinator will help ensure that staff, leadership, alumni, and partners are supported through thoughtful logistics, strong communication, and consistent follow-through. This is a great opportunity for someone who wants to learn how a mission-driven organization operates while contributing to meaningful, community-centered work.

Primary Duties and Responsibilities:

- Oversee general office management, including maintaining supplies, coordinating vendor relationships, ensuring a welcoming and organized workspace, and supporting day-to-day operational needs across the campus
- Manage scheduling, calendars, and meeting logistics across multiple stakeholders, including coordinating Zoom links, meeting spaces, catering, and calendar invitations.
- Support leadership, staff, and cross-functional meetings through effective administrative coordination and follow-through.

- Coordinate employee onboarding and recruitment logistics, including interview scheduling and cross-departmental collaboration with HR, IT, and Finance to ensure a smooth onboarding experience.
- Support planning and execution of key organizational events led by the Chief of Staff, including board meetings, staff retreats, commencement, and other institutional gatherings.
- In partnership with the Alumni Engagement Specialist, maintain alumni records and support alumni engagement efforts through communications, surveys, Google Forms, and engagement tracking.
- Process invoices, support expense tracking, coordinate travel arrangements, and maintain spreadsheets and organizational systems.
- Provide general administrative, operational, and organizational support to enhance team efficiency and effectiveness.
- Perform other duties as needed or assigned.

Required Qualifications:

- Bachelors Degree
- 1–3 years of experience in administrative, operations, or coordination roles
- Strong organizational skills with high attention to detail
- Excellent written and verbal communication skills
- Proficiency in Google Workspace (Docs, Sheets, Calendar, Forms)
- Comfort learning new systems and tools (e.g., HR systems, ATS platforms)
- Ability to manage multiple priorities and follow through on tasks
- Willingness to maintain a flexible schedule, including occasional evenings or weekends

Application Instructions:

Applicants should submit a cover letter and resume to jobapplications@collegeunbound.edu with “AEC” in the subject line or apply directly on [Idealist](#). Review of applications will begin immediately.