

Job Title:	Scheduler	Revision Date:	
Department:	Mayor's Office of Community Empowerment & Opportunity (MCEO)	Hiring Manager:	Denise M. Carter
Salary Range (optional)		Application deadline:	July 21, 2017
Position Type	Full-time Exempt		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

The Mayor's Office of Community Empowerment and Opportunity (CEO) is the City's anti-poverty agency. Housed in the Health and Human Services Cabinet of the Managing Director's Office of the City of Philadelphia, the agency pursues two strategies:

1. Provide direct funding to support anti-poverty efforts. As Philadelphia's Community Action Agency, CEO allocates Community Services Block Grant (CSBG) to non-profit partners through performance-based contracts that increase opportunity for low-income individuals, families, and communities.
2. Implement the City's anti-poverty plan, *Shared Prosperity Philadelphia*, which focuses on five strategies — improving housing security, increasing access to public benefits and essential services, improving economic security and asset building, early learning and workforce development — by aligning the efforts of the city's public, private and non-profit stakeholders in support of ambitious goals in each of these areas. In addition, CEO serves as the lead agency for Philadelphia's Promise Zone, a place-based effort to implement these strategies in a section of West Philadelphia.

For more information, please visit www.sharedprosperityphila.org.

Position Summary

The Scheduler is a key staff position that provides high level administrative support and manages the functions of the executive office. This position works closely with the Executive Team, composed of the Executive Director, Deputy Director of Operations, and Deputy Director of Innovation, and reports directly to the Special Assistant to the Executive Director.

Essential Functions

The Scheduler is responsible for proactive management of the executive office, including its scheduling, communication, and administrative organization; administrative support of CEO's Oversight Board, including the composition of minutes and routine correspondence; interacting with departmental directors and managers on behalf of the Executive Director to address direct inquiries, assist, and troubleshoot; and must participate in team activities with other staff members. The Scheduler will skillfully manage external communication with the Oversight Board and high-level public officials with the highest level of professionalism.

Competencies, Knowledge, Skills and Abilities

A successful candidate should have strong organizational skills, including time management skills; ability to multitask; polished and professional communication, including written and verbal communication; tact, discretion, and integrity; possess sound judgment and the ability to make reasonable decisions in the absence of direction.

Qualifications (Education and Experience)

Ideal candidate should have a Bachelor degree or equivalent required; 1+ years or more in a similar position; adept at Microsoft Office, especially Outlook, Word, Excel, and PPT. Experience in using collaboration tools/platforms, Internet, etc. Project management, procurement, or accounting experience a plus.

Candidate must establish residency in the City of Philadelphia within 6 months of employment; must possess and maintain a valid driver's license; must be able to work evening and weekend hours, as required.

Salary commensurate with experience. Excellent benefits.

Additional Information

To apply please send a cover letter, resume, a two-page writing sample, and four professional references (**as one combined document**) to Denise Carter at Denise.Carter@phila.gov . **No phone calls please.**

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