

Job Description

Title: Executive Administrative Support /Project Manager

Department: Administration

Reports to: Head of School

Status: Exempt (salary)

Duration: 12 month full-time

General Summary

The Executive Administrative Support to the Head of School/ Project Manager is a hybrid full-time, 12-month position that reports to the Head of School. Duties and responsibilities include but are not limited to project management, executive support for the Head of School and Board of Trustees, front desk administration and customer service.

Essential Functions

Project Management

- 1) Independent project management of the Strategic Plan:** Work in collaboration with the Head of School on the items outlined below to monitor progress on Board identified actions of the Strategic Plan.
 - Plan and establish a Strategic Planning Committee to regularly monitor, evaluate and modify the Action Plan as needed.
 - Develop a detailed project plan to monitor and track progress
 - Measure project performance using appropriate tools and techniques
 - Identify and meet regularly with leaders of each set of goals for progress updates and status of actions and benchmarks.
 - Create and maintain comprehensive project documentation
 - Track project performance, specifically to analyze the successful completion of short and long-term goals
 - Develop spreadsheets, diagrams and process maps to document needs and progress

- 2) Quarterly reviews of progress towards goals and actions set out by Strategic Plan**
 - Determine and recommend any necessary additional actions required or course corrections as needed
 - Determine and recommend any schedule changes
 - Manage changes to the scope and schedule using appropriate verification techniques
 - Quarterly reviews of NWAIS Accreditation Standards
 - Determine any necessary updates to Action Plan benchmarks

- Determine any new goals, strategies or actions required resulting from these updates
- Determine any schedule changes resulting from these updates
- Quarterly progress reports submitted to Board of Trustees and Senior Management Team
- Meetings with Board, as needed, to discuss recommendations and/or deviations from the Plan including any required course corrections
- Quarterly or Semi-Annual progress review with faculty and administrative staff
- Annual update to community stakeholders
- Co-chair of Accreditation Self Study process (once the school changes NWAIS status)

3) Collaborate with the Head of School to:

- Determine available expertise and resources at the school.
- Establish committee structure and select committee leads.
- Develop a timetable that includes launch, committee meetings, constituent surveys, intermediate deadlines, the preliminary visit and final due date for the Self Study.
- Set expectations for the Co-Chairs' other responsibilities at the school for the Self Study year.
- Set expectations for communication over the course of the Self Study year.
- Plan Board involvement in the Self Study process.
- Determine if the school needs an External Safety Review.
- Collaborate with Committee Leads to:
 - Refine the Self Study timetable to ensure it is reasonable and fits the rhythm of the school year.
 - Establish meeting protocols or norms for all committee meetings.
 - Meet regularly to provide support and orientation to committee leads to ensure success.
 - Host a Preliminary Visit with the Visiting Team
 - Prepare, publish and distribute the Self Study
 - Plan and host the Accreditation Visit
 - Subsequent monitoring of progress after the Visiting Team Report is received.

4) Executive Time management and duties for the Head of School

- Act as first point of contact for access to the Head of School.
- Provide customer service, manage and distribute messages, use discretion to direct inquiries to the appropriate resource.
- Manage and distribute mail to Head of School.
- Manage calendar for Head of School, schedule appointments, and create reminders.
- Manage and coordinate all travel and meeting arrangements.
- Manage and complete general administrative duties, such as email communication, document revision, proofreading, excel spreadsheets, presentations, letters, and phone calls.
- Order, organize and distribute office supplies for the Head of School.
- Head of School credit card reconciliation and tracking.
- Provide comprehensive, robust administrative support and collaboration of school wide initiatives.
- Manage and/ or co-lead Projects or tasks as assigned.

5) Board of Trustees

- Serve as administrative and recording secretary for the Board of Trustees.
- Provide and co-manage logistical support to board committee chairs.
- Assist with or as directed distribute board and committee calendars and meeting packets.
- Execute and coordinate setup/catering arrangements and attend monthly meetings as needed (6-8pm).
- Collaborate with Board Secretary on drafting meeting minutes for approval by the Board President, Secretary, and Head of School.
- Manage and maintain information on the board HUB to include updated bylaws, policy manuals, strategic plans.
- Collaborate with chair of the Governance Committee to facilitate nomination/election process with biographies and ballots.
- Prepare updated binders for new trustee orientation program.
- Procure gifts for presentation to retiring trustees during appropriate events or meetings.
- Prepare reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Prepare and send out Board evaluations.
- Build, revise and maintain Board Dashboard as specified by the Board of Trustees in conjunction with the Head of School.

6) Team Development work

- Collaborate and assist the Development team with Donor status updates, communications and meetings
- Assist with Giftworks Software

7) Team Marketing work

- Coordinate development of school calendar, maintain, update and publish school calendar in conjunction with Marketing and Communications.

8) Collaborate with the Educational Leadership Team (ELT)

- Create the ELT weekly agenda. Ensure follow up items are revisited in a timely fashion.

9) Collaborate with the Senior Management Team (SMT)

- Create the SMT weekly agenda. Ensure follow up items are revisited in a timely fashion.

10) Front Desk Administration

- Manage and troubleshoot office equipment in Arthur Building – copier, phones, scanner etc.



- Create and post information signs around campus.
- Filing – collect and manage the filing of forms as needed, filing projects to support Head of School, filing projects to support members of admin team.
- Assign Parking passes, front desk to distribute and collect.

11) Customer Service

- Serve as the face of the school, including providing excellent front facing customer service in person and via phone and email.
- Assist a wide variety of customers including parents, students, teachers, staff, vendors, and volunteers with a range of needs.
- Act a point person for community inquiries, stay informed and abreast of school events, updates and happenings.

12) Events

- Collaborate and assist with school events as needed (festival, events and graduation).
- Collaborate and assist with setup and tear down of employee lunches or employee events, occasionally order food for such events.

Knowledge, Skills and Abilities

- Passionate about the mission and vision of the school.
- Self-motivated, proactive, resourceful and creative problem solver.
- Strong organizational and project management skills with the ability to meet deadlines.
- Commitment to excellent customer service and a positive attitude toward a front facing customer service position.
- Collaborative team player who can work together with admin team and work independently.
- Attention to detail and ability to produce accurate information in the most efficient manner possible.
- Ability to communicate effectively and professionally, orally and in writing, with a broad range of internal and external constituents.
- Comfortable proactively learning new technology and suggesting technology related solutions.
- Advanced skills in MS Office (Word, Excel, PowerPoint).
- Experience with Google Suite (gmail, google docs, google calendar).
- Experience using photo editing software and photo organizing tools such as Picasa.
- Advanced skills utilizing online database software. Specific experience using Achieve is a plus.
- Ability to communicate effectively with a diverse pool of personalities.



Working Conditions/Physical Requirements

- During peak activity periods, this position may be requested to work in excess of 8 hours per day and/or 40 hours per week.
- Capable of quickly traveling to multiple locations on school campus including up and down hills, lifting or otherwise carrying 15 pounds, traveling up/down flights of stairs, standing and sitting for long durations, typing for continuous hours on a computer keyboard, and reading information on a computer screen.
- Ability to travel occasionally to attend off site events.
- Possess a valid driver’s license and reliable transportation for offsite events and transportation.

Preferred Qualifications

- 1 year of experience co-managing and/or leading team projects from conceptualization to completion.

Required Qualifications

- Bachelor’s Degree or equivalent experience.
- Experience in an administrative capacity as an executive assistant role, preferably at a non-profit or an educational institution.
- Communicate fluently in written and spoken English.

I have acknowledged, read and understood this job description

Name of Employee

Signature

Date Signed