

Employment Opportunity Board Administrative Assistant

Job Title: Board Administrative Assistant
Job Type: Part-Time
Department: Administrative
Reports to: Head of School

Position Summary:

Support the ongoing work of the Board of Trustees throughout the year and at meetings (usually 5 per year) and at its annual retreat. Requires flexible schedule, ability to respond quickly to unexpected inquiries, willingness to work during evenings and rare weekends. The ideal candidate will be a detail-oriented, mature individual who is able to fulfill the position requirements (see below) and can work collaboratively and expeditiously with short lead times.

Position Requirements:

- Maintain strict confidence in all Board actions, deliberations and discussions.
- Support the Board Chair and Committee Chairs with clerical/administrative tasks.
- Communicate clearly and effectively both in speech and in writing.
- Proficient in word processing and familiar with shared online document editing such as GoogleDocs.

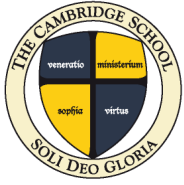
Job Duties:

- Schedule time and space for meetings, providing information as appropriate and needed.
- Call for, collect, and compile reports from school administration and Board committees, sending reminders, electronic calendar deadlines, and invitations, as needed (starting 2-3 weeks before each board meeting).
- In consultation with Board Secretary, Board Chair and/or Vice-Chair, assemble and distribute Board packets, in advance of scheduled meetings.
- Attend and take Minutes at Board meetings, clearly and succinctly recording summaries of Board deliberations, action items (who is to do what by when), and votes. Confer with Board Secretary to finalize Board Minutes.
- Following Board meetings, send to members a list of Action Items agreed upon at the meeting.
- Maintain and archive all Board documents digitally and in hard copy.
- Set up for Board meetings and clean up afterward. This may include adding chairs, ensuring that ample water is provided, and requesting AV equipment. If a meal is to be served, order, receive, and arrange food and beverage in Board meeting room at pre-determined time.

In summary:

Before Each Board Meeting:

- Call for reports 2-3 weeks before each board meeting
- Gather reports and create board packet to be distributed one week before the meeting as directed by Board Chair



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- Organize and prepare meal for Board Meetings and clean up afterwards

During Board Meetings:

- Take official minutes during board meeting (training will be provided), clarify right after meeting with Board Secretary and Chair, and send out minutes 1-2 days after each meeting.

After Board Meetings:

- Distribute meeting minutes to members
- Archive all board actions/votes/minutes/documents

In Between Full Board Meetings/Retreats:

- Help committee chair schedule and find space for committee meetings and provide clerical support for committee meeting needs
- Help Board Chair prepare for Annual Retreat

Qualifications:

- Bachelor's degree preferred
- Experience in administrative position preferred
- Able to maintain strict confidentiality
- Detail oriented with effective time management and organizational skills
- Strong verbal and written communication skills
- Technology savvy
- Proficiency in Microsoft Suite and Google applications