

# The Cambridge School

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## Employment Opportunity Board Administrative Assistant

### Job Title:

Board Administrative Assistant

### Position Summary:

Support the ongoing work of the Board of Trustees throughout the year and at meetings (usually 5 per year) and an annual full day retreat (usually weekend in July). Requires flexible schedule, ability to respond quickly to time sensitive inquiries, and attend additional/occasional urgent Board meetings via zoom. The ideal candidate will be mature, detail- oriented, with the ability to work collaboratively, and with short lead times. Must be able to fulfill the position requirements (see below).

### 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 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.
- 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, all Motions, Resolutions, Action items and votes. Confer with Board Secretary to finalize Board Minutes.
- Following Board meetings, send to members a list of Action Items (who/what/when) 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 and setting up AV equipment. If a meal is to be served, order, receive, and arrange food and beverage in Board meeting room at pre-determined time.

If you are interested in pursuing this unique opportunity, please send a letter of interest and résumé to [careers@cambridgeclassical.org](mailto:careers@cambridgeclassical.org).