



EXECUTIVE ADMINISTRATIVE ASSISTANT

SALARY RANGE: \$40k - \$43k, BASED ON EXPERIENCE
40 Hours a week

The Executive Administrative Assistant provides personalized secretarial and administrative support to the Executive Director in a well-organized and timely manner. He/She conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications. He/She maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel. He/She maintains students, parents and staff confidence and protects operations by keeping information confidential.

Responsibilities include:

- Assist Executive Director with board reports
- Assist Executive Director with annual reports for the board, Charter School Institute and State Education Department
- Assist Executive Director with any other reports required by the board, Charter School Institute and State Education Department
- Assist Executive Director with grant proposals and fundraising
- Prepare data charts, graphs, etc. as requested by the Executive Director
- Take Board meeting minutes and distribute to appropriate parties
- Work as a team member with the office personnel
- Organize annual lottery
- Maintain waiting list and fill slots as they become available
- Performs all other related duties as assigned or required by the Executive Director

All employees of the Eugenio María de Hostos are expected to demonstrate:

- A commitment to the vision and mission of the school
- Acceptance, appreciation and respect for cultural diversity
- A commitment to continuous professional growth
- A commitment to work cooperatively and effectively with other staff members
- A sense of flexibility in working with an expanding school
- A commitment and passion for improving the education of children
- The ability to reflect on one's own performance

Requirements:

Proven experience as an executive administrative assistant or in other secretarial position

Full comprehension of office management systems and procedures

Excellent knowledge of MS Office

Proficiency in English and Spanish

Exemplary planning and time management skills

Up-to-date with advancements in office gadgets and applications

Ability to multitask and prioritize daily workload

High level verbal and written communications skills

Discretion and confidentiality

Have access to a car

Education:

Minimum of Associates Degree in Secretarial Science or related field

Bachelors Degree in Secretarial Science or related field preferred

Email Resume, Cover Letter and References to zmartinez@emhcharter.org