

POSITION:

*Executive Assistant
to the Superintendent & CEO*



321 East 3rd Street, Bethlehem, PA 18015
phone (610) 868-2971 | fax (610) 868-1446

www.CharterArts.org

JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline, and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

APPLY: Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to jobs@charterarts.org.

Resumes will be accepted until the position is filled.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

- Customer service mindset with the ability to lead projects, interact with internal and external stakeholders, and creatively and independently problem-solve issues as they arise
- Candidates must be able to maintain a can-do attitude at all times and offer support without prompting
- Technology experience required to utilize Google Workspace, DonorPerfect, etc.
- Willingness to go above and beyond in service of supporting the Charter Arts mission
- Organizational, executive functioning, time management, and managerial skills are required to ensure digital and print files are managed, timelines are met, etc.
- At least three years of experience providing administrative support preferred
- Experience managing professional social media accounts on various platforms (i.e. Twitter, Instagram, TikTok, etc.) to drive and increase brand awareness as this position also supports the Community Relations Manager
- Graphic design skills a plus; web skills preferred

Reporting Relationship(s): Superintendent & CEO; Community Relations Manager

JOB PURPOSE

The Executive Assistant provides administrative support directly to the Superintendent/CEO and is the primary point of contact for internal and external constituents on all matters pertaining to the Superintendent. Additionally, the Executive Assistant serves as a liaison between the Superintendent/CEO and the Board of Directors, Foundation Board, and Executive Leadership Team and generates meeting agendas, packets, informational drives, document management, calendar invitations, etc. This position requires a high degree of confidentiality as the Executive Assistant handles sensitive information regarding all matters related to both Charter Arts and its supporting organizations.

Additionally, this position requires experience in increasing brand awareness through social media. In working directly with the Superintendent/CEO and Community Relations Manager, this employee will work to develop strategies to increase followers, create and oversee social media campaigns, produce content, review analytics, and communicate with various stakeholders to represent schoolwide performances and experiences with the goal of increasing local and national awareness about our school/organization, its supporting organizations, and special events and fundraising campaigns as needed.

Essential Functions of the job may include but are not limited to the following:

- Enhance the attainment of the district's mission, vision, expectations, and goals
- Oversees and manages the Superintendent/CEO daily activities, meetings, and appointments from coordination to action and follow-through
- Completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports and purchase orders; corresponding on behalf of the CEO; arranging detailed travel plans, itineraries and agendas, compiling documents for meetings, managing weekly to-do lists, etc.
- Serves as the Superintendent/CEO's administrative liaison to the School Board of Directors and Foundation Board and manages Board activities, which include coordinating Board meetings, calendar invites, and orientations; attends all Board meetings with the Superintendent and provides on site support as necessary
- Maintains Board of Directors and Foundation Board web-based files and documents and compiles, assembles, and distributes Board meeting materials
- Maintains office filing, mail, and messages for the Superintendent/CEO on a daily basis; prints daily meeting calendar invitations and other board packets, etc.
- Take minutes at Foundation Board meetings and distribute to attendees following approval, including but not limited to the Charter Arts Foundation Board, School Board of Directors, and faculty and staff meetings as needed
- Communicates with all employees and other internal and external stakeholders on behalf of the Superintendent/CEO
- Communicates directly and on behalf of the Superintendent/CEO with School and Foundation Board members, donors, employees, and regarding any other matters as directed
- Excellent writing and communication skills
- Assist the CEO and Community Relations Manager in developing marketing and social media campaigns
- Assist the Community Relations Manager with email marketing campaigns using Constant Contact
- Maintain, monitor and develop content schedules for Charter Arts social media accounts
- Posting content, designing graphic material for the school website, marketing materials, and social media
- Maintain a positive and professional attitude when dealing with visitors, staff, students, and parents
- Donor and Foundation Assistance includes:
 - Manage Donor (Donor Perfect) and vendor database and interact with them
 - Efficiently and reliably enter all donor and grants information into databases coding appropriately
 - Develop and run reports for the Superintendent/CEO using DonorPerfect and QuickBooks
 - Run reports and queries for CEO
 - Attend Charter Arts' events and performances as needed
- Assists in coordinating the agenda of Executive and Administrative team meetings and prepares an account/minutes of the meetings, following up on action items as outlined
- Provide assistance as needed to answering phones, filing, spreadsheets, mail merges, accepting package and other deliveries, lunchtime relief, and greeting and signing in visitors/guests if requested
- Supports the Community Relations Manager with facility rentals as assigned
- Performs other duties as assigned; must be able to be flexible and work weekends/evenings as necessary for meetings, special events, performances, and as needed or requested

Expectations of the Position:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS or advanced degree from an accredited institution and/or related field
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications.
- Perform all other related work delegated or required to accomplish the objectives of the total school program
- Must have and maintain high expectations for self, students, and colleagues/team members
- Demonstrates creativity, leadership, and proactive problem solving
- Knowledge and implementation of relevant technology
- Schedule: 8:00 am-4:00 pm with flexible working hours as needed and as coordinated with the Superintendent/CEO. All Charter Arts employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor, to help support the mission and vision of the school and fulfill the obligations outlined in this job description.
- This position is a 12 month, full-time position requiring an average of 40-48+ hours per week. General benefits package available.

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office/classroom equipment
- Ability to use computer technology and other technology as appropriate for the specified position
- Must appropriately handle confidential information; ability to use computers and other AV equipment for group meetings, presentations, projectors, and video equipment
- Physical ability to: Sit 60%; Walk/Stand: 35%; Drive 5%
- Manual dexterity for repetitive movement of fingers and hands for keyboarding
- Ability to lift objects of moderate weight from 15 to 30 pounds
- Artistic high school environment

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied. Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state, and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.