

POSITION:

*Administrative Assistant
to the Executive Director & CEO*



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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, and timelines are met, etc.
- At least three years of experience providing administrative support preferred

Reporting Relationship(s): Executive Director & CEO

JOB PURPOSE

The Administrative Assistant to the Executive Director is a self-starting, detail-oriented person who can work independently on multiple tasks with scrupulous attention to detail. Working under the supervision of the CEO, the full-time Administrative Assistant oversees and manages all CEO office functions and other duties as assigned. The position requires the individual to have excellent communication skills, technology experience, and administrative and organizational skills.

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

- Manage and oversee all aspects of CEO office coordination
- Maintain CEO calendar to coordinate workflow and meetings
- Maintain all student, parent, and staff information in a confidential file
- Prepare responses to correspondence as directed by the CEO
- Set up and coordinate meetings and conferences with parents, students, staff, donors, and Board members

- Make professional development meetings and travel arrangements for the CEO
- Keep office in an orderly fashion on a daily basis (filing, messages, mail, etc.)
- Maintain a positive and professional attitude when dealing with visitors, staff, students, and parents
- Perform general office duties for the CEO, including distributing mail, answering phones, ordering supplies, and coordinating the maintenance of computers and other office equipment.
- Provide primary administrative, word processing, and spreadsheet support
- Prepare agendas, and communications for CEO and Board members, organize committee and Board meetings (Board of Directors and Charter Arts Foundation Board)
- Attend Foundation Board Meetings after hours, take minutes, compile board documents prior to monthly board meetings, and distribute, via email, to attendees following approval, including but not limited to Charter Arts Foundation Board of Directors meetings and faculty and staff meetings as needed
- Assist CEO with written, email, and verbal correspondence
- Donor and Foundation Board Management
- Manage Donor and vendor database
 - Interact with donors and vendors as needed
 - Database management (Donor Perfect)
 - Efficiently and reliably enter all donor and grant information into databases
 - Reliably enter donation checks into Donor Perfect as necessary
 - Develop and maintain proper donor and grant report
 - Manage weekly Import/Export of records between offline and online interactions
 - Maintain coding systems for donor information in databases
 - Run reports and queries for the CEO as needed

Expectations of the Position:

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

- Ability to work with confidential legal and policy information
- Ability to research and compile data for reports
- Ability to complete other duties as assigned and needed by the Administrative team
- BA/BS or advanced degree from an accredited institution and/or related field preferred
- 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 coordinated with the 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 12-month, full-time position requires an average of 40-48+ hours per week. An excellent benefits package comes with the position.

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 conform with the major purpose of this job.

- Ability to handle stress and occasional long hours
- Willingness to learn and a sense of humor a must
- Have a passion for education and art
- Be self-motivated, take initiative, and suggest out-of-the-box ideas to meet Charter Arts' goals
- Be able to complete projects and reports in a timely fashion
- Be enthusiastically committed to the overall well-being of the organization and the objectives of Charter Arts
- 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

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 perform any other job-related duties requested by anyone 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 job you applied for. Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates must 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 cannot 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.