



Position: **Executive Assistant to Head of School**
Reports to: Head of School
FTE: 100%
Start Date: August 1, 2022 (start date flexible)

Friends School Boulder is a progressive, co-educational, preschool-8th Grade, day school serving students from the Boulder area. Friends offers a challenging curriculum guided by strong values of collaboration and creativity; mindfulness and social and emotional learning; cross-curricular and project-based instruction; and diversity, social justice and service learning. Faculty and staff are highly engaged and enjoy flexibility, autonomy, and a collaborative working environment.

Friends seeks an **Executive Assistant to Head of School** who possesses a deep passion for organization and attention to detail. The outstanding candidate will be a partner to the Head of School, supporting their ability to perform at a high level in all areas of the school. The successful candidate is devoted to the School's mission and program and will have a commitment to diversity and cultural competency.

The **Executive Assistant to Head of School** is responsible for providing administrative support as detailed below and may also be requested to serve other administrative roles as determined by the Head of School.

Major Duties and Responsibilities:

- Maintain schedules and calendars for the HOS.
- Maintain the all-school calendar.
- Assist HOS with communications with faculty, staff, students and families as needed
- Coordinate logistics for school events.
- Coordinate the Board of Trustees meetings, collate and distribute board packets, and take meeting minutes.
- Support work for the HOS involvement on board committees, task forces, special events and special projects.
- Coordinate and support database entry and maintenance.
- Provide support to the school's auxiliary programs as needed.
- Maintain records and coordinate staff trainings.
- Maintain records and support planning for all work related to school accreditation.
- Consistently provide high levels of customer service in a positive and professional manner to internal and external members of the community.
- Foster collegiality and positive morale among staff.
- Work with the Leadership Team to meet the needs of families as well as faculty and staff.
- Other duties and responsibilities may be assigned.

Responsibilities, including but not limited to:

General expectations for all Friends School employees

- Maintain congruence between the school's mission and all activities
- Promote and advance the cognitive, emotional, social and physical well-being of all students
- Support student learning through community connections
- Support in educating parents about the Friends School values and program through all correspondence and parent educational events
- Preserve and participate in school traditions and rituals
- Maintain common spaces and outdoor environment and materials attractively and in support of learning
- Participate in regular meetings to address routine matters and stimulate an exchange of educational and philosophically aligned ideas
- Assist in evening and weekend events as appropriate/necessary
- Attend training for and be willing to drive school vehicles (including our bus) as needed and available
- Set personal yearly goals, reflection and feedback with the appropriate supervisor and seek out and participate in staff development opportunities
- Other duties as assigned

Qualification Requirements:

Education and qualifications should include the following:

- Exceptional customer service skills
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Possess joy, a growth mindset, and a sense of humor and commitment to working collaboratively
- Bachelors and 3+ years experience in executive support roles or similar preferred
- Ability to use a range of technical tools: email, calendars, communications platforms, database systems, word processing and spreadsheets.
- Must take initiative, and have the ability to work independently and collaboratively
- Able to meet an occasional flexible work schedule including some evenings and weekends
- High level of professionalism and integrity, including discretion, confidentiality

Compensation: Salary range is \$40,000-\$60,000 and pay is commensurate with experience, degree, and position. Friends School offers a competitive compensation package including medical, dental, life insurance benefits, 403b plan and generous paid leave.

Friends School is an Equal Opportunity Employer.

How to Apply: If you possess the above skills and qualities, please send a cover letter outlining why you are interested in the position along with your resume to EAsearch2022@gmail.com. Please indicate Executive Assistant in the subject line. No phone calls please.