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Executive Assistant to Head of Co-School

Organization

In collaboration with parents, Greenhouse exists to develop a new generation of leaders who will serve the common good and in all things bring glory to God. We do this through fostering a love for learning and sharpening academic skills and intellectual discernment; promoting moral virtue and personal responsibility; and nurturing authentic relationships in a community marked by integrity, humility and love. Greenhouse comes alongside homeschooling families to provide exceptional experiential academic and social opportunities within a uniquely Christian classical environment. We currently serve 380 students annually with a budget of \$1.4 million.

Please visit www.greenhousecoschool.org to learn more.

Position

The Executive Assistant plays a critical role in managing the day-to-day administrative tasks for the Head of Co-School (HCS). The Executive Assistant will ensure that the HCS is positioned to accomplish the most important tasks, maintain key relationships, and remain unencumbered by tasks and details which can be expedited by others. In keeping with Greenhouse values, the Executive Assistant will demonstrate servant leadership in interactions with prospects, donors, students, parents, and staff.

Classification

The Executive Assistant to Head of Co-School is a nonexempt near full-time position (nominally 32 hours per week). It is expected that most responsibilities will be accomplished on-site.

Specific responsibilities include

Scheduling and Calendar

- Manage the meeting schedule and appointments for the Head of Co-School
- Remind the HCS of preparation needed for meetings and appointments
- Safeguard project time for the HCS
- Track annual work cycles and manage execution of routine plans

Communication and Website

- Handle incoming phone calls, texts and email on behalf of the Head of Co-School
- Draft routine responses to faculty, staff and constituents
- Submit announcements for Cuttings and Faculty News
- Serve as the information hub for the HCS office
- Monitor website for outdated material and update accordingly
- Create/edit and deploy webforms necessary the HCS office
- Assist with graphic design (not required for the job, but preferred)

Prioritization and Delegation

- Prioritize items that need the Head of Co-School's attention
- Attend to deadlines necessary to ensure timely action and responses by the HCS
- Identify matters which require follow-up by the HCS and refer other matters to the appropriate party

Research and Reporting

- Prepare routine reports for the HCS, Leadership Team and Board
- Conduct research, analyze data, and prepare information for the HCS
- Act as eyes and ears for the Leadership Team and make recommendations as needed

Meetings and Events

- Attend (and participate in) meetings, as requested by HCS
- Write and publish meeting notes
- Follow up on action items
- Plan and organize events at which the HCS carries primary responsibility

General

- Manage filing for the HCS office
- Maintain the HCS office in a presentable fashion for guests
- Improve on, and implement, new systems & processes
- Document procedures and processes
- Provide other administrative assistance or help with projects, as requested and time permitting.

Qualifications

The Executive Assistant to the Head of Co-School will have the following experience and attributes:

- Strong organizational skills with meticulous attention to detail
- Ability to keep track of multiple activities simultaneously
- Strong interpersonal skills including experience building and maintaining relationships with a diverse network of individuals and organizations
- The ability to deal with information in a confidential manner and respond with sensitivity
- Warm and accommodating presence; exceptional phone skills
- Good clear communication skills
- Effective research skills
- Proven ability to expedite a plan
- Dependable and calm
- Proficiency in MS Word, Excel and PowerPoint, as well as Google Docs, Sheets and Slides
- Solid understanding of Greenhouse operations and culture (preferred)
- Experience in graphic design / web design / marketing design (preferred but not required)
- An understanding and commitment to home-schooling and the home-schooling community
- Active involvement in a local church that aligns with the beliefs of the Apostles Creed and/or the National Association of Evangelicals Statement of Faith.
- Personal qualities of integrity, servanthood, credibility, and a commitment to the mission of Greenhouse
- A calling from God to serve His kingdom through the mission of Greenhouse.