

Job Title: Administrative Assistant

Thurgood Marshall Academy PCHS

Reports to: Executive Director

Position Type: Full-time

Salary range: \$34,000 to \$50,000 (Band 1)

Job Summary: We seek an experienced and highly organized Administrative Assistant to provide administrative support to the Executive Director and other leadership team members. The ideal candidate will handle a wide range of administrative and clerical tasks, ensuring the efficient operation of the TMA.

Key Responsibilities:

- **Calendar Management:** Schedule the Executive Director's appointments, meetings, and events. Ensure their calendars are up-to-date and well-organized.
- **Communication:** Handle incoming and outgoing communications on behalf of the leadership team, including emails, phone calls, and written correspondence. Prioritize and respond to inquiries as necessary.
- **Document Management:** Maintain and organize digital and physical files, records, and documents. Ensure confidentiality and accuracy in document handling.
- **Meeting Support:** Prepare agendas, take minutes, and provide administrative support during meetings, including Board of Trustees meetings, staff meetings, and others.
- **Correspondence:** Draft, edit, and proofread various documents, including reports, memos, and presentations, ensuring a high level of accuracy and professionalism.
- **Data Entry:** Assist in data entry and database management to maintain student records, attendance, and other relevant information.
- **Budget Support:** Assist in budget tracking, expense reports, and financial record-keeping.
- **Event Coordination:** Support school events and activities, such as open houses, graduation, and fundraisers.

Qualifications:

- High school diploma or equivalent (Bachelor's degree preferred).
- Proven experience as an administrative assistant or similar role.
- Proficiency in Microsoft and Google Office Suites.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication abilities.
- Exceptional attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive information.
- Positive and professional demeanor with strong interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.

Application Process: Interested candidates should submit their resume, cover letter, and three professional references to rweeden@tmapchs.org. Please include "Administrative Assistant Application - [Your Name]" in the subject line. The application deadline is October 2, 2023. TMA is an equal-opportunity employer and welcomes candidates from all backgrounds to apply.

Note: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, it is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. Responsibilities may change over time, and the school reserves the right to modify this job description.