



COLORADO LEAGUE of
CHARTER SCHOOLS

Title: Administrative Assistant

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Work Location: Denver, Colorado,

Description

Administrative Assistant Reports to: President Organization: The Colorado League of Charter Schools has 18 staff members, a statewide membership of 250 schools with over 120,000 students, a distinguished 25-year history, a prominent 13 member board of directors, and a strong fiscal position. The League's mission is to improve student achievement by supporting Colorado's charter public schools, positively reshaping the public school landscape, and advancing opportunities for innovation and expanded high-quality public school choice. The League's vision is for all Colorado students to have access to high-quality, publicly-funded school options. The League's expectation is that all employees of the organization will champion its mission and vision with passion and dedication.

Position Summary: The Colorado League of Charter Schools exists to improve student achievement and expand choice among high quality public schools by serving and supporting Colorado's charter schools. All League employees should be self-motivated, flexible, effective communicators, service-oriented and collaborative. The League is seeking an Administrative Assistant to provide high-level administrative support to the President and team by conducting research, preparing reports, serving as Board liaison, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, creating agendas, taking minutes and scheduling meetings.

Essential Job Duties:

- Work closely with President to set organizational priorities, distribute projects and tasks, monitor progress, make workflow adjustments, and follow through on deliverables to completion.
- Liaison with board of directors, including coordinating regular board meetings and working committees. Assist with governance, keep meeting schedule, take and distribute minutes, make logistical arrangements.
- Central hub for employee coordination, communication and project workflow management.
- Assist with new employee onboarding.
- Ensure quality, diligent customer service by answering main telephone line & distribute incoming



calls among appropriate team members, welcoming visitors & handling email inquiries by directing them accordingly.

- Serves as primary “air traffic controller” to incoming general help desk ticket system (charter411) to answer questions OR to ensure that info requests and questions are directed to the appropriate staff person
- Maintain cash receipts log and reconcile to deposits
- Makes travel and scheduling arrangements.
- Schedule and keep Presidents’ calendar of appointments including staff, board members, members and stakeholders.
- Liaison with office building management
- Manage office equipment and supply services and maintenance including vendor relations.
- Participate actively in the planning and execution of internal events
- Ensure filing systems are maintained and current; Establish and monitor procedures for record keeping
- Implement procedural and policy changes to improve operational efficiency
- Office organization and upkeep
- Other priorities & tasks as requested.

Required Skills

Skills and Qualifications

- Excellent relationship building & management attributes & skills.
- Enjoy working in a dynamic, fast-paced environment where change is embraced.
- Strong work ethic with a commitment to maximizing organizational excellence.
- Effective writing & speaking skills with attention to confidentiality.
- At least 60 words-a-minute typing speed.
- Diligent, well organized, timely. 2-5 years previous experience as office manager or assistant preferred.

Benefits

Compensation/Benefits: The position will be paid competitively. This is a full-time position and will include the opportunity to earn an annual performance bonus, generous paid time off, attractive health, retirement and life insurance benefits, and the opportunity for upward mobility.

Kind: Full Time

Level: Staff Position

Apply

How to apply: How to Apply: Please send a cover letter and resume to Teresa Tate, Vice President of School Services, at careers@coloradoleague.org with a subject line that reads: Administrative Assistant. **Applications are requested by July 20, 2018.**

The position will be filled as soon as a highly qualified candidate can be identified.

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