



Northwood Academy Charter School

POSITION DESCRIPTION

Position: Executive Assistant

Department: Administration

Reports To: CEO

FLSA Status: Exempt

Direct Reports: None

Last Revised: 09/2023

Position Summary: This position provides executive administrative support and assistance to the CEO. In this role, the Executive Assistant will perform a wide variety of administrative duties, including but not limited to preparing correspondence and reports, maintaining schedules, managing Board related administrative duties, assisting with special projects as required.

Essential Accountabilities:

- Maintains master strategic calendar and coordinates deliverables for CEO.
- Prepares written correspondences for the CEO.
- Schedules and procures professional development/conference registration and payment including overnight and travel accommodations for the CEO or others as assigned.
- Maintains calendar for CEO to include scheduling and coordinating any catering needs when required.
- Makes phone calls on behalf of CEO.
- Tracking of compliance as it pertains to facilities inspections.
- Assist with technology projects as assigned by the CEO.
- Provides support for Smartsheets development and maintenance as required.
- Board support (i.e., zoom meeting links, CBA submission, etc.).
- Executive team note-taking.
- Maintains appropriate training hours as requested.
- Other relevant duties may be assigned as needed.

Education/Experience:

- Bachelor's degree required.
- 3 - 5 years of senior-level administrative experience.

Qualifications:

- Demonstrated professionalism and friendly demeanor.
- Possess excellent written and verbal communication skills.
- Ability to maintain employee and student confidentiality.
- Ability to handle time-sensitive and confidential matters.
- Possess excellent organizational and time management skills.
- Ability to maintain close communication and working relationships with NACS Administration.
- Proficient computer skills including Google docs, Excel, email, internet software, and database software.

Working Conditions: Sitting and standing throughout the workday. Majority of working hours will be spent in an office setting.

Physical Requirements: Light physical activity such as walking, and standing is required on a daily basis. Must be able to lift and carry supplies, books and equipment up to 25 pounds.