



## Executive Assistant

*A full-time, competitively paid position at a first-rate college preparatory school for boys.*

Boys' Latin of Philadelphia seeks an **Executive Assistant** to provide administrative support to senior management. Charged with managing the central office function of the organization, the Executive Assistant will assist the Chief Executive Officer, Chief Operating Officer, and Director of Operations.

The Executive Assistant will perform the following duties:

- Provide administrative assistance, such as writing and editing emails and memos, drafting reports and presentations, and preparing and sending communications on behalf of senior management.
- Use various software such as Microsoft Word, PowerPoint, and Excel as well as web-based tools like Google Drive, Docs, Slides, and Sheets to prepare reports and/or special projects and presentations.
- Maintain comprehensive and accurate corporate records, documents, and reports.
- Perform minor accounting and bookkeeping duties.
- Manage senior management's day-to-day calendar, utilizing Google Calendar and virtual conferencing platforms, making appointments, and prioritizing the most sensitive matters.
- Organize meetings, including scheduling, sending reminders, and coordinating catering when necessary.
- Answer incoming phone calls in a polite and professional manner and accurately taking messages.
- Welcome visitors and identify the purpose of their visit before directing them to the appropriate department.
- Coordinate domestic and international travel arrangements and create trip itineraries.

The Executive Assistant will demonstrate the following competencies:

- Unwavering commitment to the school's mission of preparing boys for success in college and beyond.
- Desire to continuously learn and increase effectiveness as a professional.
- Ability to cultivate strong relationships with all members of the school community, including students, parents, faculty and staff members, administrators, and external partners.
- Be an effective time manager, strategic problem-solver, and dedicated team player.
- Excellent organization, prioritization, and verbal and written communication skills with a keen attention to detail.
- Ability to act as a gatekeeper, treating confidential information with discretion and escalating relevant information as needed.
- Skilled in the use of standard office equipment, including copiers, telephone systems, fax machine, projectors, among others.
- Two to three years of administrative assistant experience.

**Interested candidates are invited to submit a completed resume and letter of interest to Director of Operations, Ruth Gonzalez, at [rgonzalez@boyslatin.org](mailto:rgonzalez@boyslatin.org).**

**Boys' Latin of Philadelphia prepares boys for success in college and beyond.** Founded in 2007 to address the dearth of quality educational opportunities for boys in Philadelphia, Boys' Latin provides a world-class college preparatory education to 800 students in grades six through 12. As a public charter school there are no admissions requirements and students enroll by randomized lottery. With a 12:1 student/teacher ratio, Boys' Latin offers an intimate learning community in which each young man is encouraged to be the architect of his own fortune by pursuing excellence across a range of endeavors. The school's rigorous academic model blends classical education and contemporary pedagogy, and sets high standards for achievement, character development, and emotional intelligence. Learning is underscored by practical experiences and extracurricular activities. Over the past decade, the school has built an effective model for educating students historically underserved in traditional school settings. Since the first class graduated in 2011, Boys' Latin students have matriculated to and persisted through college at rates three- to four-times greater than Philadelphia averages.

*Boys' Latin of Philadelphia is an equal opportunity employer. It is the policy of the school to not discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.*