

## **Cape Fear Academy**

*A learning community committed to discovering and developing individual potential, preparing each student for success in college and life.*

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of about 700+ students and 100+ faculty and staff members, CFA is guided by the mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 48-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum, recorded in an online mapping system, establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone for a newly-developed leadership program that empowers students to develop leadership skills, enabling them to go further in school and in life.

**Applications are now being accepted for the following position:**

### **Executive Assistant to the Head of School**

#### **Major Responsibilities:**

- Provides administrative support for the Head of School, including but not limited to:
  - Maintaining the HOS calendar and meeting schedule, confirming appointments and setting up meeting spaces as necessary.
  - Supporting the HOS and the Leadership Team during weekly meetings by managing their agenda, recording minutes, setup of meeting locations and sending invitations.
  - Maintaining an organized filing system for documents, minutes and presentations in either print or electronic format, as appropriate.
  - Fielding and screening incoming telephone calls for HOS.
  - Composing correspondence for HOS when able and appropriate.
  - Ordering supplies for HOS office and conference room (including drinks for refrigerator)
  - Ordering lunches for monthly student advisory meetings and coffee for parent coffee meetings.

- Support the HOS with new student welcome letters/notecards, as well as family introductions.
- Assisting Advancement Team and HOS with planning and execution of certain special events, such as Senior Salute, Commencement, Open Houses.
- Provide administrative support for the Board Of Trustees, including but not limited to:
  - Supporting the BOT through attending all meetings, collecting committee reports, creating board packets, communicating with trustees, calendar invites, organizing the Board retreat, new trustee orientation, and food and beverage needs.
  - Scheduling and organizing meetings, preparing the agenda, maintaining accurate records, and accomplishing administrative tasks for the BOT Chair.
  - Attending Board meetings; recording and preparing minutes for distribution.
  - Organizing historical records and by-laws for the Board.
  - Arranging meeting space setup, including all technology needs to support those not able to attend in person, as well as appropriate food and beverages.
- Other duties include the following:
  - Maintaining the School's Master Internal Calendar.
  - Maintaining calendars and reservations for school-wide conference rooms and common spaces.
  - Managing morning traffic duty schedule and positions, parking assignments for all employees, as well as traffic procedures for families.
  - Supporting Director of Security and HOS with administrative duties pertaining to school security. Duties include updating the Crisis Management folder, supporting the Crisis Management Team, assisting with emergency communications, scheduling lockdown and fire drills, and scheduling deputies for school events.
  - Assisting Leadership Team and HOS with the creation of the annual school calendar, managing the number of school days per year, and ensuring all information is on the internal and external master calendars.
  - Assisting Leadership Team and HR Manager with planning and implementing all meeting spaces and food and beverage for back-to-school pre-planning schedule
  - Communicate and manage All Employee meeting locations, attendance and minutes (with HR).
- Providing administrative support for Assistant HOS as requested.
- Performing other projects and duties as assigned.

**Qualifications:**

- Possess strong technical and administrative skills in Microsoft Office products and Google applications, including Windows, Word, Excel, and PowerPoint.

- Excellent verbal and written communication skills. Ability to independently compose letters and prepare various types of reports.
- Work collaboratively and enthusiastically with a wide range of people including, administrators, trustees, faculty, parents, visitors and students. Represent school in a positive and professional manner.
- Highly organized and comfortable in a high-tempo office environment, which demands the ability to work on multiple projects concurrently, with occasional interruptions to assist others.
- Anticipate needs of the HOS and prepare appropriate materials without prompting.
- Possess ability to handle highly sensitive and confidential information.
- Strong attention to detail and high degree of accuracy.

**Education:**

Bachelor's degree required.

**Experience:**

A minimum of five years of experience required in general office management and advanced level Administrative support.

**Equivalency:**

Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

**Salary and Benefits:** A competitive compensation and benefits program

**Starting Date:** May 15, 2023

**To Apply:** Go to our website – [capefearacademy.org/About/Employment](http://capefearacademy.org/About/Employment) and click on “Apply Here”.