

POSITION: Administrative Assistant
REPORTS TO: Board of Trustees

PURPOSE

The Administrative Assistant to the Board of Trustees ensures the seamless coordination and management of critical administrative functions, enabling the Board of Trustees to fulfill its responsibilities efficiently.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in Business Administration, Communications, or a related field.
- Proven experience in executive or administrative support roles, preferably in an educational or corporate environment.
- Exceptional organizational and time-management skills, with the ability to handle multiple tasks and deadlines.
- Proficiency in administrative software and communication tools, including Microsoft Office Suite and email management.
- High level of discretion and the ability to maintain confidentiality with sensitive information.
- Excellent written and verbal communication skills in English and Bahasa Indonesia.
- Professionalism and the ability to represent the office effectively to internal and external stakeholders.
- Strong interpersonal skills to work effectively with a diverse group of stakeholders.
- The ability to perform duties with speed and accuracy without immediate and constant supervision.
- A clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

- Administrative Support
 - Provide comprehensive clerical and administrative support, which may include document management, correspondence drafting, and maintaining office records.
 - Ensuring that documents and information are organized and easily accessible.
- Communication
 - Act as the initial point of contact between the school community and the Board of Trustees, ensuring smooth communication and relaying information accurately.
 - Communicates with all committees within and for the board, including members of the Board of Trustees, Board of Supervisors, and Board of Managers, on behalf of various board committees and task force leaders.
- Meeting Support
 - Assist in the planning and preparation of board meetings, including regular, special, and closed sessions.
 - Initiates and coordinates meetings for the Board Chair and Vice Chair.
 - Attend meetings, take detailed and accurate minutes, and produce comprehensive meeting reports within established timeframes.
 - Organize the distribution of meeting packets to board members and handle the logistical aspects of meetings, both on and off-site.
 - Support the development of agendas and documentation for meetings.
 - Ensure that all meeting logistics, including venue arrangements, catering, and IT/audiovisual services, are effectively coordinated

- Confidentiality and Sensitivity
 - Safeguard confidential information and demonstrate discretion in handling sensitive matters.
 - Uphold the highest ethical standards and ensure that sensitive data is treated with the utmost care and confidentiality.
- Stakeholder Representation
 - Represent the Board of Trustees in a positive and professional manner when interacting with internal and external stakeholders, including government officials and distinguished guests.
 - Organize town hall meetings and other community events to foster communication and engagement within the school community.
- Reports and Documentation
 - Draft reports, website content, and bulletin items as required, seeking board approval as necessary.
 - Maintain the Board Policy Manual, ensuring that it is current and up-to-date.
 - Maintains all Board minutes and documentation of decisions.
 - Maintains constitution, Articles of Association, Policies, and by- laws.
 - Assist in preparing mid-term and annual evaluation documents for the Head of School and the Board's self-evaluation.
 - Works with Communication department on all correspondence, reports, and related needs
- Trustee Engagement
 - Support the annual election process and the orientation of new trustees, including logistical arrangements for candidate meetings.
 - Maintain updated contact details for past and present trustees, coordinating with the Alumni Coordinator as needed.
- Consultant Coordination
 - Facilitate consultant visits, including contractual and logistical arrangements for consultants, travel arrangements, accommodation, venue bookings, technology setup, and coordination with relevant parties.
- Provide support to assistants in the Head of School's office when necessary.
- Perform any other duties as directed by the Board of Trustees or the Head of School.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting

TO APPLY

Interested candidates should apply directly by email to recruitment@iisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.