



## **Monarch School Project Chief of Staff Part-Time**

### **Monarch School Overview**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

The Chief of Staff will assist the CEO, Executive Team and Board of Directors in providing leadership and oversight for the nonprofit's day-to-day functions and staff. In this role, the Chief of Staff will be part advisor, part gatekeeper, part problem solver, and part all-round strategic partner to develop strategy to meet organization goals and advance our mission. The ideal candidate will handle complex situations and multiple responsibilities simultaneously, mixing long- term projects with the urgency of immediate demands. They must also have the demonstrated ability to deal with highly confidential information and act as a liaison between the CEO, Executive Team, Board of Directors and other constituencies, both internal and external. They must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships and the capability to interact within all levels of the nonprofit.

### **Reporting Relationship**

The Chief of Staff reports to the CEO, however the Chief of Staff must be able to communicate with the Executive Team members, Board of Directors, and external stakeholders.

### **Supervisory Responsibilities**

The incumbent in this position may have future supervisory responsibilities, as required.

### **Position Responsibilities and General Responsibilities**

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

#### **Position Responsibilities**

- Take regular reports from staff and departments, and take steps to ensure maximum efficiency, harmony and good workflow. Inform the CEO on progress and issues found.

- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Participate in the CEO's internal and external communications, both written and spoken. Drafting and overseeing external communications as necessary.
- Disseminate information and communicate ideas on behalf of the CEO. Respond on behalf of the CEO to issues that arise, both internal and external. Facilitate communication across departments.
- Prepare agendas and manage all logistics for Executive Team meetings, including in-house staff presentations, collection of reports to the board, and vacation schedules to ensure proper coverage throughout the year.
- Coordinate activities, set agendas, and summarize deliverables for Senior Team, Leadership Team, Open Staff Meetings, and other staff meetings.
- Assist with meeting scheduling and committee meeting support for the Executive Team as needed.
- Work to solve problems, mediate disputes, and deal with issues before they bubble up to the CEO.
- Monitor and advise on staff expansion, contraction, or reassignment of responsibilities for maximum organizational benefit.
- Manage current facilities and help plan for future facilities needs; direct other capital projects as needed.
- Executive project management: act on the authority of the CEO to oversee projects that typically require cross-functional collaboration and resource allocation. Providing project planning and management for both departmental projects and initiatives
- Ensure that the CEO is prepared for meetings and events.
- Work closely with the Executive Assistant to the CEO to ensure the appropriate management of the CEO's calendar so that all priorities are met.
- Support the CEO's management of leadership team meetings and management of those members
- Represent the CEO with funders, board members, public officials and other partners in person and in writing
- Serve as the primary liaison for the board of directors, organizing and attending all board meetings, committee meetings and retreats.
- Oversee scheduling, preparation and facilitation of all board and committee meetings.
  - Oversee all meeting logistics, including any audio/visual requirements, in collaboration with administrative and IT staff.
  - Manage the preparation of agendas, materials, and presentations; distribute materials in a timely manner.
  - Take notes at all meetings and support the Secretary in creating board minutes.
  - Proactively follow up on action items and questions identified during meetings.
- Support the board in meeting its oversight and governance responsibilities.
- Establish a system to organize and maintain all board-related files and ensure these materials are available internally and externally as appropriate.

- Support board recruitment efforts and orientation for new members and chairs.
- Coordinate the board's regular reviews of its own performance and the CEO's.
- Engage in ongoing learning about best practices and trends for nonprofit boards; support CEO and board members in continued advancement of best practices.
- Identify opportunities to optimize the board-staff relationship, with a focus on centering MSP's mission.

### **General Responsibilities**

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

### **Education and Experience**

- Bachelor's Degree
- 5+ years' experience in organizational administration.
- 3+ years' professional experience in supporting a board of directors.
- Experience working at a nonprofit organization.

### **Preferred Skills**

- Ability to analyze data and present metrics in a clear and concise manner.
- Ability to multi-task in a fast-paced environment.
- Confidante.

### **Certificates and Licenses**

A valid California driver's license is required.

### **COVID-19**

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**Equal Opportunity Employment:**

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Job Status and Compensation**

This is a part-time, salary position, with pay starting at \$80,000.00 to \$90,000.00 per year.

**Application Process**

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with “**Chief of Staff Part-time**” in the subject line. This position will remain open until filled.