



Monarch School Project

Executive Assistant to the Chief Executive Officer

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 up to 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.

Position Summary

The Executive Assistant to the Chief Executive Officer operates at tactical and strategic levels to enhance the effectiveness of the CEO, Executive Team and the Board of Directors. In this role, the Executive Assistant-CEO is responsible for a variety of administrative and clerical responsibilities to support Monarch School's CEO, CPO, and COS. They will act as the point of contact among executives, board members, employees, and other external partners, managing information flow in a timely and accurate manner. This position requires a high degree of confidentiality due to the work and high communication with the MSP Executive Team. This includes in-person communications, email, phone calls, text, etc. as needed and sometimes after regular business hours.

Reporting Relationship

The Executive Assistant-CEO reports to the Chief Executive Officer (CEO), however the incumbent must be able to communicate with and provide support to other Executive Team members, Board of Directors, staff, students, and other internal and external stakeholders.

Supervisory Responsibilities

The incumbent in this position will not have any supervisory responsibilities.

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

CEO SUPPORT

- Ensure that the CEO is prepared for meetings and events. (EA responsibility)

- 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. (EA responsibility)
- Coordinate activities, set agendas, and summarize deliverables for Senior Team, Leadership Team, Open Staff Meetings, and other staff meetings. (EA responsibility)
- Assist with meeting scheduling and committee meeting support for the Executive Team as needed. (EA responsibility)
- Serve as the primary liaison for the board of directors, planning and attending all board meetings, committee meetings and retreats (EA responsibility)
- 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 promptly.
- Take notes at all meetings and support the Secretary in creating board minutes.
- Proactively follow up on action items and questions identified during meetings.
- Establish a system to organize and maintain all board-related files and ensure these materials are available internally and externally as appropriate (EA responsibility)

EXEC TEAM SUPPORT

- Act as the point of contact for the executive team amongst employees, and other internal and external partners.
- Manage information flow in a timely and accurate manner.
- Manage CEO, CPO and COS email inboxes, calendars, and task lists; prep for online and in-person meetings.
- Make purchases, travel and accommodation arrangements for the CEO, CPO, and COS.
- Implement new ways to improve productivity in all administrative processes.
- Track daily expenses and prepare weekly, monthly or quarterly reports.
- Act as an office manager by keeping up with office supply inventory; order supplies as requested.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Schedules and coordinates onboarding discussions with new employees, and regular connections with existing employees and teams outside of Programs.
- Take minutes during meetings.
- Screen and direct phone calls and distribute email correspondence.
- Organize a paper and digital filing system. Maintain and keep organized data files, including personnel files.
- Handling HR related documents with confidentiality and care; proper filing and distribution of memos and emails.
- Generate reports as requested from the leadership team members.
- Coordinate and facilitate staff functions as required.
- Format information for internal and external communication, memos, emails, reports, etc.
- Other administrative tasks as assigned, no task is too big or too small.

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.
- 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.
- 3+ years' professional experience in supporting a board of directors.
- Experience working at a nonprofit organization is preferred.

Preferred Skills

- Demonstrated experience in an executive assistant, administrative assistant, or similar role.
- Ability to analyze data and present metrics in a clear and concise manner.
- Demonstrated technical skills to at least an intermediate level in Microsoft 365 Suite: Outlook, Word, Excel, PowerPoint, Teams, OneNote, and SharePoint. Experience using Google Drive and Docs.
- Outstanding organizational, time management, communication, and customer service skills.
- Ability to multi-task in a fast-paced environment.
- Confidentiality

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 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 full-time, permanent, salary position with pay starting at \$66,560 - \$70,000 per year.

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Executive Assistant to the CEO**” in the subject line. This position will remain open until filled.