

CharterBoardPartners

great boards for great schools

Administrative Assistant

Position Description

November 2018

About Charter Board Partners

Founded in 2010, CBP is a dynamic and innovative nonprofit organization with a track record of success helping public charter schools improve their governing boards. Our mission is to promote and support strong public charter school governance, because we believe strongly, and our experience indicates, that strong and diverse boards are incredibly important to the success of education reform.

Every public charter school, charter management organization, and education nonprofit has an independent, volunteer governing board. Strong boards can make a huge difference in the success and sustainability of these organizations, but the education sector has not paid much attention to strengthening boards. Thus, to improve quality, equity, and accountability in public charter schools, we do three things related to building stronger boards:

- Recruit and train talented people to serve as effective public charter school board members, with an emphasis on making sure every board includes members who bring diverse backgrounds, perspectives, and skills
- Provide powerful training, resources, and coaching to help boards strengthen their governance and understand the connection between strong governance and better outcomes for students
- Influence the ecosystem to elevate the importance of strong governance in authorizing, funding, policymaking, and support for charter schools, and to incentivize, invest in, and reward strong governance.

For more about CBP: Visit us online [here](#). Watch CEO and Co-Founder Carrie Irvin's TEDx talk [here](#). Watch Co-Founders Carrie Irvin and Simmons Lettre talk about their innovative work [here](#). And listen to us on NPR [here](#).

Position Overview

CBP is seeking an Administrative Assistant, a key position at an exciting time in the organization's growth. Here's how we would describe the ideal person for this role:

- You are the glue that holds this dynamic and motivated team together

- You provide proactive support for the organization, ensuring that all team members can allocate and focus time on achieving CBP's ambitious goals, and helping every member of the team feel supported
- You handle a lot of external relations for CBP; you are great with people, you are very responsive both internally and externally, and you care about maintaining our strong reputation and the high quality of our work
- You look across our work and keep us organized, on track, and productive by keeping our systems humming and finding ways for us to work smarter
- You aim to keep things simple and focused, and help us avoid over-complicating everything
- You like working with a high energy, hard working, and slightly irreverent team, and you don't mind having lots of balls in the air all the time
- You are a team player, but can work independently too--you are a self-started and self-motivated

Job Responsibilities

- "Front Office:"
 - Lead internal communications to ensure that team is collaborating and communicating well
 - Serve as first contact for CBP externally (website and phone outreach)
- Operations:
 - Serve as CBP's liaison to outsourced accountant (who handles payroll, HR, finances, banking, reimbursements & credit card coding, etc.)
 - Prepare proposals, agreements and invoices to our partner schools and organizations and track outstanding payments
 - Ensure accurate record-keeping in Salesforce (clients and donors)
 - Coordinate office accommodations (we work with a hub of education organizations in the DC Teach for America offices)
- Systems:
 - Manage CBP's use of Salesforce database: running reports, maintaining clean data, advising staff on database management, etc.
 - Ensure smooth functioning and use of systems & software (we use Salesforce, Dropbox, Cirrus Insight, Clicktools)
 - Manage the back end of CBP's Google for Nonprofits account
- Staff administrative support:
 - Assist with scheduling and planning meetings
 - Handle travel/conference participation as requested
 - Coordinate calendars as requested
- Events:
 - Manage event logistics and coordinate content for CBP-sponsored events: date and venue selection, sending and tracking invitations & RSVPs, determining and refining appropriate content, purchasing and creating supplies, etc.

- Create and maintain “go boxes” for standard and recurring events (such as retreats)

Qualifications

- Strong commitment to public education reform, educational equity, and the importance of diverse leadership in education
- Can work independently and flexibly (we are 90% virtual, 10% in person)
- Energetic, friendly, positive, optimistic, and preferably like to laugh and have fun

We offer a competitive benefits package and salary commensurate with experience. Our work is national in scope; this position is ideally (but not necessarily) based in Washington, DC and may involve some travel.

We are an equal opportunity employer and strongly encourage candidates of all backgrounds to apply. CBP values diversity and inclusion, both in our workplace and on the boards with which we work, and we are actively seeking talented team members who come from diverse backgrounds and bring different experiences and perspectives.

Interested? Please send your resume and a cover letter, which states how you learned about the position, to jobs@charterboards.org. We look forward to meeting you!