



Administrative Assistant Position Description and Responsibilities

About Monument Academy

Our mission is to empower students, particularly those who have experienced significant adversity, including involvement or risk of involvement in child welfare and/or other social service systems with the requisite academic, social, emotional and life skills to be successful in college, career and community. In addition, we aim to create an outstanding school that attracts, supports, and retains exceptional and caring people.

While many students may have been subject to adverse childhood experiences, these events do not define who they are or predetermine their trajectories. We also believe in a growth mindset, where adults and students value hard work, persistence, and the process of learning, and understand that valuing dedication and effort, not “talent” and “fixed ability,” foster a love of learning and improved outcomes both academically and personally. Our school is designed with an emphasis on personalized learning, experience-based learning, and social-emotional well-being to ensure that students with disabilities or who are English Language Learners will benefit from our school.

About the Position

The Administrative Assistant will play a vital role in supporting school operations and communications at Monument Academy. Responsible for supporting the administrative needs of the Development Manager, Human Resources Manager and Head of School, the Administrative Assistant will manage Monument Academy’s Board of Directors, support external communication efforts, support scheduling, organization, and social media management. The Administrative Assistant will maintain a positive working relationship with admin and school-based staff, conduct themselves in a positive manner and act in accordance with MAPCS standards.

This position reports to the Development Manager.

Key responsibilities include, but are not limited to the following:

- Serve as staff liaison to the Board of Directors which includes scheduling whole Board and committee meetings, collecting, compiling and distributing meeting materials, ensuring Public Charter School Board Compliance with the Open Meetings Policy and assist with board communications.
- Support external communications including managing Monument Academy’s social media accounts (Twitter, Facebook, LinkedIn, Instagram), drafting regular newsletters to send to Monument’s external network, drafting press releases or updates on media

- appearances and noteworthy events, assisting with the creation of print materials such as brochures and meeting documents, assisting with email correspondence to funders and external partners, assisting with basic website maintenance and updates (i.e., posting board meeting agendas and minutes)
- Manage the scheduling and logistics of external meetings for the CEO and Development Manager and manage the scheduling and logistics of monthly Board of Directors' meetings and committee meetings
 - Assist with securing logistics such as locations and necessary permits for events and camps.
 - Work with Monument Academy's partners and external organizations who provide support or opportunities for our students
 - Complete other administrative tasks as assigned
 - Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
 - Displays a passion for quality on a consistent basis.
 - Is proactive in completing tasks and supporting the team.
 - Promotes teamwork and establishes fair and consistent practices for assignment of duties and development and maintenance of job flows.
 - Interacts in a positive way with students, parents and staff and solicits feedback from all stakeholders for use in improving service.

Experience, Credentials, and Skills

- 1-3 years of related work experience including administrative experience
- Experience in a school setting highly desirable

Must also possess:

- Outstanding verbal and written communication skills
- Outstanding organizational skills and ability to prioritize, delegate, manage time and tasks to meet deadlines
- Proven track record of working collaboratively with a team
- Excellent people skills
- Respect for staff, students and families
- Proactivity and adaptability

Location: Washington, D.C.

Compensation

Monument Academy offers competitive salaries, commensurate with experience. The school offers a strong benefits package that includes health care (HMO and PPO options), retirement plan, Flexible Spending accounts, and generous vacation leave for its administrators.

To Apply:

Please apply on-line and submit your resume and cover letter at

www.monumentacademy.org/careers. You will be asked to create a profile, then fill out an application, including uploading your resume and cover letter. Salary and benefits are competitive, and commensurate with education, and level of work experience.

Monument Academy is an equal opportunity employer, committed to inclusive hiring and encourages applicants from all backgrounds. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions are made solely on the basis of the individual's qualifications, as related to the requirements of the position being filled.