

## *Executive Assistant*

**Classification:** Confidential  
**FSLA Status:** Non-Exempt  
**Salary:** \$54,000-\$66,000  
**Schedule:** Full-Time  
**Location:** Hybrid/Portland  
**Reports to:** Executive Director  
**Contract Days:** 12-month  
**Bargaining Unit:** No  
**Anticipated Start Date:** As soon as possible

### **Overview**

Evergreen Virtual Academy (EVA) is an independently managed, public charter school for Kindergarten through 12th grade students in Oregon. When you join the team at EVA, you join a team of dedicated professionals working all over the state in a virtual environment to ensure the success of our families and students meet their educational needs and goals. EVA is sponsored by the North Bend School District and accredited through Cognia.

### **Job Summary**

This confidential support role help connect the work of the school executives, leadership team, and Board of Directors through various administrative tasks. Also provides critical overflow support to various departments.

### **Essential Duties, Responsibilities, and Abilities**

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.

- Supports Executive Director and school leadership team members on multiple projects or school needs.
- Serves as the board secretary;
  - Attends all meetings of the Board of Directors
  - Keeps full and accurate minutes of all meetings of the Board.
  - Gives public notice of all meetings of the Board and maintains up-to-date calendar invites for all sessions.
  - Prepares, together with the Executive Director and the Board Chair, an agenda setting forth all known terms of business to be considered at the meeting at least 4 days prior to the meeting.
  - Prepares and distributes board packets.
  - Maintains meeting recordings and helps to keep the Board sections of the website updated.
  - Hosts Zoom webinars for meetings. This includes being there 30min prior to the session beginning to open the room and show agenda, facilitating the agenda activities during the meeting, promoting panelists based on agenda items, and staying to end the webinar at the conclusion of the meeting.
  - Shall act as custodian of all board records and member information/terms.
  - Drafts correspondence and sends on behalf of Board of Directors.
  - Reviews and maintains board policies as required through OSBA Policy Services, including ensuring Executive Director review, board approval and posting.

- Liaison for the board to groups like OSBA and arrange for board conference attendance/travel accommodations.
- Participates in training, in-person and online, specific to board secretary duties.
- Performs such other tasks as may from time to time be assigned by the board and/or Executive Director.
- Attends leadership team meetings to take notes and helps distribute school wide communications approved by the leadership team.
- Supports various school leaders on projects and tasks on an as needed basis.
- Researches, compiles and maintains a variety of information in support of executive functions; prepares documents and analyses and computes statistical information for various school, state and Federal reports.
- Assures timely communication between assigned office, the public and school employees; initiates phone calls to receive and transmit information; answer telephones, screens and routes calls; takes and relays messages; serves as a resource to others concerning policies and procedures and resolves issues as appropriate.
- Composes, independently or from note or rough draft, a variety of materials including inter-office communications, e-mails, requisitions, forms, letters, contracts, special projects, legal documents and other materials; creates and maintains project and confidential files.
- Participates in and coordinates various routine and special projects for the executive; tracks and monitors progress and workflow and adjusts priorities to meet completion deadlines.
- Supports the enrollment team with overflow calls and other enrollment tasks, as needed.
- Supports shipping materials from the Portland office, as needed.
- Supports district partnerships, as needed.
- Operates a variety of office equipment, computer and peripheral technologies to record information and generate lists, reports and other materials; utilizes a variety of word processing, database, presentation, webpage, spreadsheet, email, internet, intranet and other software.
- Other duties as assigned.

### **Supervisory Responsibilities**

No supervisory responsibilities

### **Qualifications**

#### ***Minimum Required Qualifications:***

- High school diploma, or equivalent
- Three (3) years of experience in an administrative or equivalent secretarial assignment, including demonstrated mastery of word processing, spreadsheet and presentation software
- Equivalent combination of education and experience
- Ability to clear required background check

#### ***Other Desired Qualifications:***

- Supplemental college-level course work in secretarial science, English, communications, business administration, or a related field is preferred.

### **Physical/Mental Demands**

The employee is required to possess excellent communication skills, both written and oral. Human relations and communication skills are necessary to handle frequent personal and telephone inquiries received from students/families, administrators, teachers, classified employees, and others. Work requests are often received which require immediate attention, setting up conflicting priorities for timely response. Sound judgment and a pleasant attitude are required in stressful situations. The employee needs to be able to lift/move/carry materials, equipment or boxes weighing up to 30 pounds.

## Job Description Acknowledgement

*I have reviewed this job description and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the school or department without it being specifically included in the job description.*

*If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.*

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Employee's Signature

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Date

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Employee's Name (please print)

### **Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)