

## **JOB DESCRIPTION**

**POSITION:** Governance and Administrative Assistant

**REPORTS TO:** Chief Operating Officer

**CATEGORY:** Regular, Full-time Exempt

**LAST REVIEWED:** May 2016

CAEP is the nation's sole accrediting body for teacher preparation. CAEP promotes excellence in educator preparation through P-12 learner, outcome focused, evidence-based, data-driven accreditation. We provide a framework of continuous improvement to ensure providers prepare educators to teach diverse learners throughout the P-12 setting. CAEP organizational values focus on: leadership, teamwork, initiative and creativity, service orientation to accreditation, strategic planning and anticipating need, and accountability.

CAEP is seeking a bright, detail-oriented, customer-service focused individual to support the strategic work of CAEP. The position reports to the Chief Operating Officer (COO) and serves as the center point for C-suite activities. The position provides administrative support to both the President and Chief Operating Officer and regularly liaises with the Board of Directors, prepares correspondence and presentations, and schedules conference calls and meetings. The position also plays a critical role monitoring and tracking deadlines and deliverables for organizational and Board projects.

A cheery and highly professional attitude is essential as this person will also be managing incoming phone and email inquiries for the executive office and will be regularly interacting with Board members and senior leaders at other organizations. A related interest in education policy is also preferred as this position offers opportunity to grow with the organization.

Essential responsibilities and duties include but are not limited to:

- Provide administrative support to the President by managing and maintaining his calendar, scheduling travel, reconciling expenses, developing and editing correspondence, and preparing briefing materials.
- Support governance activities by scheduling Board Committee meetings; preparing and distributing meeting materials, summary notes, and correspondence; and conducting research in preparation for Board meetings.
- Assist with event planning for two Board of Directors meetings annually.
- Monitor key governance and operational deadlines and milestones and proactively work with CAEP team members to ensure deadlines are met.
- Monitor, respond to, and distribute incoming and outgoing correspondence and communications for the President's office.
- Establish and maintain strong relationships with Board members and the assistants of other executives inside and outside of the organization.
- Update and manage the Board of Directors database records and related section of the CAEP website.
- Assists with creating and analyzing surveys, gathering and synthesizing data and information to support leadership decision making, and other projects as needed.

## **Requirements**

- Minimum of two years of administrative support experience, preferably in a university, association, or non-profit environment.
- Bachelor's degree in education, public policy, or related field required
- A quick learner.
- Able to manage multiple assignments, meet deadlines, and work well in a team environment.
- Excellent listening and communication skills.
- Ability to present information professionally, concisely, and effectively, both verbally and in writing.
- Good judgment and proactive problem solving skills.
- Proactively seeks opportunities to challenge him/herself with new projects.
- Strong attention to detail and exceptional organizational skills.
- Ability to interact with staff at all levels in a fast-paced environment, remaining flexible, resourceful, and efficient, with a high level of professionalism and confidentiality.

## **Technical Skills**

- Individual should be proficient in Word, Excel, and PowerPoint and have created or used charts, spreadsheets, and databases.
- Proficient at using GoToMeeting (or other webinar tool), Outlook, and Intranet/Internet tools.
- Experience with state data systems and/or relational databases is desirable.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

## **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.

The noise level in the work environment is usually quiet. The position may be required to work evenings or weekends for special program events. The work environment is fast-paced

**This position is based in Washington, DC.**

**Occasional weekend work and travel may be required.**