



3801 S. Capital of Texas Hwy., Suite 330, Austin, TX 78704
PH: 512.584.8782

Job Title: Executive Team Assistant

Reports to: Chief of Staff

Job-Type: Full Time, Exempt Employee

Hours: Typically, Monday-Friday, 9am to 5pm

The Texas Public Charter Schools Association is the voice of public charter schools in Texas. Its mission is to support and advocate for public charter schools to ensure every family has the ability to choose a high-quality public school.

A. Job Summary

The Executive Team Assistant will advance the Association's mission by ensuring that members of the Executive team are supported so that they can use their time effectively. The Executive Team Assistant will primarily support the work of TPCSA's CEO, but will also assist the Chief of Staff and Chief Operating Officer with certain administrative tasks that benefit the Association.

B. Essential Job Functions

- Organize external meetings for the CEO and see them through start to finish: including scheduling, sending reminders, ensuring technology is functional, taking minutes, securing a venue, preparing materials, ordering catering, etc...
- Manage the CEO's calendar, being a gatekeeper that ensures her time is used in alignment with her key priorities, that her calendar includes time for travel, pre-reading and action items, and that her work time is protected
- Ensure the CEO is prepared for her meetings and events by compiling or sourcing the appropriate pre-meeting materials and agendas for her review 24 hours in advance
- Schedule travel itineraries for the CEO and complete necessary travel paperwork (mileage, expense report, credit card receipt coding) upon return
- Provide administrative assistance, such as writing and editing emails, responding to voicemails, and drafting communications on the CEO's behalf
- Take the lead on preparing materials for Board meetings and handle Board logistics such as memos, scheduling, drafting email communications, and coordinating day-of logistics (venue, catering, technology, etc...)

- Assist the Chief of Staff by coordinating internal meetings and retreats for both staff and management. This includes scheduling, sending reminders, ensuring technology is functional, taking minutes, securing a venue, preparing materials, ordering catering, etc...
- Assist the Chief Operating Officer with staff culture, ensuring birthdays & work anniversaries are celebrated, drafting weekly celebration emails, and sending gifts when needed

C. Expectations:

This is a full-time, exempt position. Employees are generally expected to work a 40-hour work week, with an understanding that occasionally there will be times when 50 or more hours a week may be required in order to complete projects.

D. Qualifications

- 3-5 years experience as an administrative assistant or project manager
- Have a can-do, yes-and attitude and fire for the mission of supporting high-quality public school options for all kids.
- Embody TPCSA's core values: Optimism. Drive. Hustle. Excellence.
- Be a self-starter who thrives in a fast-paced, rapidly-changing environment.
- Be committed to meeting deadlines and taking initiative over projects
- Be flexible, with the ability to pivot and adapt to change as necessary.
- Hold high standards for work and embrace accountability for meeting targets
- Bring strong verbal and written communications skills
- Ability to think critically and problem solve with little input
- Knowledge of charter schools and the charter movement is preferable, but not required

E. Education

- Bachelor's degree preferred, but not required

F. Benefits

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, vision, and life insurance
- Paid holidays and PTO
- Matching Plan for 401(k) contributions

G. Disclaimer

This job description is not an employment agreement or contract. Nor is it an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. TPCSA reserves the exclusive right to revise the job description at any time without notice. Employment with TPCSA is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or employee. This at-will relationship exists regardless of any statements made to the contrary. The employee must be able to perform the essential functions of the position satisfactorily, with or without accommodations. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

H. Application

Qualified candidates should submit the following application materials in one PDF document:

- Cover letter detailing how you embody TPCSA's core values of optimism, drive, hustle, and excellence
- Resume describing your relevant experience and education

Applications should be emailed to admin@txcharterschools.org