

Job Posting

ADMINISTRATIVE ASSISTANT TO THE BOARD OF DIRECTORS

The German International School Washington D.C. is seeking an Administrative Assistant to the Board of Directors.

OPENING:

August – September 2020

GENERAL INFORMATION:

This position is part-time (appx. 20-25 hours/week) with work schedule depending on the Board's needs and including evenings for board meetings, membership meetings and other events appx. once or twice per month. The position reports directly to the Board of Directors.

DESCRIPTION:

The duties of the Assistant to the Board includes:

- Prepare Board for meetings including assistance with drafting agendas, motions and proposals, while safeguarding the confidential nature of the documents shared in the meetings
- Schedule meetings (Board meetings, Board Committee Meeting, membership meetings, town hall meetings), including creating meeting(s) timelines, sending invitations, securing location, room setup, distributing materials and assisting with presentations, as well as subsequent updates or changes
- Attend a minimum of ten required in-person Board meetings and three Membership Meetings per school year (evening meetings).
- Take and translate minutes and other documents into German and English and ensure proper dissemination
- Establish excellent working relationship with internal and external parties (Chair of the Board, Board of Directors, Heads of Schools, Administration, German Embassy, government authorities, teachers, students and parents)
- Maintain Board records
- Prepare and edit correspondence in collaboration with the Chair of the Board and the Communications Director
- Maintain the Board's page on the school website in collaboration with the Communications Director
- Conduct research on school policies and practices; assist in keeping Board members informed of relevant events and developments
- Support the Nominations and Election Committee during the Board elections process
- Handle special projects and tasks, as needed

REQUIREMENTS:

- Bachelor's degree required; 2-4 years of experience in a professional administrative role required (or equivalent relevant experience)
- Excellent writing and organizational skills; attention to detail
- Foster an environment that embraces diversity, integrity, trust and respect
- Creative thinker with the ability to work independently
- Be an integral team player, which involves flexibility and cooperation
- Fluency in German and English, both verbal and written, required
- Ability to organize, prioritize and communicate effectively

	<ul style="list-style-type: none">• Proficiency with computers, including MS Office products required• Authorization to work in the US for any employer
To Apply:	Please submit your letter of interest and resume to jobs@giswashington.org .

Potomac, May 2020