



C H A R T E R S C H O O L

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
(F) 215-763-5774

Job Title: Executive Assistant

Full-Time

Reports To: Executive Director

Supervisory Responsibilities: No

YouthBuild Philadelphia Charter School

Location: [Philadelphia, Pennsylvania](#)

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.



C H A R T E R S C H O O L

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
(F) 215-763-5774

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

Job Summary

Responsibilities and Duties:

Administration Operations:

- Maintain the Executive Director's calendar and coordinate Executive Director's meetings
- Screen the Executive Director's mail and manage paperwork and files
- Prepare, edit, and proofread reports, presentations, and correspondence as requested
- Assist Executive Director with varied administrative duties
- Interface with staff, board members, funders, external partners and other stakeholders
- Perform Board of Trustees-related functions—such as scheduling and preparing for meetings; distributing meeting materials in advance; preparing and presenting reports as needed; writing minutes in a timely fashion; and other tasks as requested by Board members or the Executive Director
- Follow up on Board meetings with updates, to-do lists, reminders, etc., as needed
- Coordinate Board Committee structure and meetings



YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
(F) 215-763-5774

C H A R T E R S C H O O L

- Serve as liaison to Board Governance Committee; assist with all aspects of the committee's work and support the committee Chair as needed
- Coordinate planning for annual board retreat
- Ensure Board compliance with Charter and legal requirements
- Participate in strategic planning process and charter renewal process for the organization as requested
- Coordinate travel arrangements for the Executive Director
- Attend weekly all staff meetings and other meetings as required by the Executive Director
- Attend retreats, workshops, and conferences, as required
- Assist in coordinating site visits or other events for partners, supporters and other guests
- Manage Chamber of Commerce membership and other organizational memberships as requested; register staff members for events as requested

Program Involvement:

- Participate in the School's Mentoring Program
- Participate in community service projects in keeping with service ethic of the school.

Professional Development:

- Continue to develop skills through trainings and professional development offered at the school and outside

Other duties as assigned by the Executive Director

Qualifications:

- At least three years of administrative experience
- Strong written and oral communication skills
- Strong attention to detail
- Excellent presentation skills
- Ability to maintain confidentiality and work with strong management team
- Ability to manage and prioritize multiple tasks and meet deadlines
- Ability to interact pleasantly and professionally with all staff, students, board members, partners and the public
- Experience with nonprofit governance preferred
- Event planning experience preferred

An Equal Opportunity Employer
www.youthbuildphilly.org



C H A R T E R S C H O O L

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
(F) 215-763-5774

- Bachelor's degree from an accredited college or university preferred

Common Competencies

- Believe deeply in the mission and values of YBPCS
- Mission driven to work with opportunity youth
- Strong organizational skills and project completion skills
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Desire to operate in a highly flexible work environment
- Commitment to social justice
- Demonstrated values that align to restorative practices

Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line "Executive Assistant".



C H A R T E R S C H O O L

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
(F) 215-763-5774

This job description in no way states or implies that these are the only duties to be performed by this employee..

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.