



CLASSIFIED VACANCY ANNOUNCEMENT

Title: **Executive Assistant**
Reports To: **Executive Director**
Position Type: **Full Time, Non-Exempt, On-Site**
Salary and Benefits: **\$24 - \$26 per hour, depends on experience and education**
Benefits: **Health, dental, vision, life insurance, retirement plan + company match, paid time off, free childcare**
Location: **149 N. White Rd, San Jose, CA 95127**

ABOUT ESCUELA POPULAR: Escuela Popular (EP) is a community-based charter school dedicated to addressing the needs of English learners and immigrant families. Located in East San Jose, Escuela Popular has delivered exceptional public education, integrating innovative and bilingual programs for all family members since 1986. EP's family learning center operates four academies: Early Childhood Education, TK-8th grade Dual Language Academy, 9-12th Grade Youth Academy, and 9-12th Grade Adult Academy. The school's operating hours are from 7 AM to 11 PM, providing free childcare services to both students and staff. Our family learning center believes that teaching is an act of love through which learning is reciprocal. We develop bilingual-bicultural students fully prepared to continue onto higher education and empowered to pursue their goals in a global society.

MAIN FUNCTION: The Executive Assistant delivers top-tier administrative assistance to the Executive Director, facilitating the smooth execution of vital tasks and organizational endeavors. This role entails the autonomous execution of multifaceted and confidential administrative and clerical duties. It requires exceptional proficiency in research, writing, and interpersonal communication and the capacity to disseminate information effectively to a variety of internal and external stakeholders.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:



1. Coordinate a wide variety of projects, special programs, activities, and/or events for the Executive Director.
2. Develop, implement, and administer organizational systems and procedures.
3. Evaluate, update, and streamline processes and procedures as needed.
4. Assist the Executive Director in tracking expenditures. May prepare spreadsheets for budgets, grants, or contracts.
5. Assist in administrative preparation for board meetings, including coordinating logistics (e.g., room, food, Chromebooks), board packet preparation, timely posting of board agenda on website and campus, serving as the recording secretary, taking minutes, etc.
6. Provide a wide range of support, including keyboarding, composing, and editing letters, memoranda, reports, presentations, and cases. Prepares copy for publication or submission of grant proposals and/or reports.
7. Represent the Executive Director at meetings or events.
8. Coordinate or participate in the preparation of presentations and events.
9. Manage the executive's daily calendar, including scheduling meetings, confirming appointments, and maintaining notes.

JOB REQUIREMENTS/COMPETENCIES:

- Bachelor's Degree from an accredited college or university with major course work in Business Administration or a closely related field. (Require)
- Minimum three (3) years of experience in administration. (Highly Preferred)
- Bilingual in English and Spanish. (Highly Preferred)

Please forward a cover letter, resume, and two (2) letters of recommendation to hr@escuelapopular.org.

Escuela Popular is an Equal Opportunity Employer.