POSITION STATEMENT
EXECUTIVE ASSISTANT/CHIEF OF STAFF TO HEAD OF SCHOOL

OVERVIEW

Brooklyn Friends School (BFS), a thriving PreK-12 Quaker school located in vibrant Downtown Brooklyn, seeks a visionary leader to serve as Executive Assistant/Chief of Staff to the Head of School. Brooklyn Friends is a vibrant community of eager-to-learn students and highly committed and talented colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. Our school's history has been illustrious and reflective of the expansive nature of human experiences. Guided by our mission, BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

This short video gives you a glimpse into our contemporary experience.

THE LEADER

Brooklyn Friends School is in search of an Executive Assistant/Chief of Staff who provides executive-level support to the Head of School. The Chief of Staff handles a wide range of matters on behalf of the Head of School including strategic and high-level administrative duties of broad scope and complexity requiring outstanding professional ability, mature judgment, and a thorough knowledge of school programs and organizational structure. The Chief of Staff works in close partnership with the Head of School and is expected to develop recommendations that involve subtle, sensitive, and sophisticated matters and relationships. This leader must be able to work independently on circumstances arising in all areas of the School.

Specific Responsibilities Include:

Head of School's Office:

- Promote the school's mission, making it the center of all decisions and actions.
- The Chief of Staff acts as the Head of School's liaison to the Board of Trustees and Leadership Team.
- Serves as steward of highly confidential information and acts as a trustworthy liaison between the Head of School and internal and external stakeholders on key matters.
- Represents the Head of School's Office, as appropriate, on certain committees and Task Forces.
- Reviews important correspondence (letters, emails) and drafts responses for the Head of School as appropriate, or forwards to the appropriate person for response and/or reply.
- Facilitates the ability of the Head of School to manage executive functions by assisting the HOS to prioritize key initiatives, goals, objectives and schedule.
- Oversees the management of the following functions for the Head of School's Office (*While the details of these tasks may be managed by others, the Chief of Staff is responsible for their oversight and execution)*:
    - Calendar (In partnership with Director of Communications, prepare and manage the school calendar and other scheduled events; ensure that the events for which the HOS's office has responsibility are planned and stewarded appropriately);
    - Schedule (Schedule, maintain, and confirm the head of school's appointments and calendar activities);
    - Phone (Screens the head of school's phone calls and take messages);
    - Travel (Make travel arrangements for the head of school);
    - Budget (Manage expenses for the head of school's budget);
    - Clerical (Provide general clerical duties and administrative support to the school);
    - Work Accountabilities (i.e. goals that need to be completed by Leadership Team and tasks that need to be executed throughout the year (letters, speeches, etc.).
- Oversees special projects for the Head of School in support of institutional priorities. Assists in the coordination of schoolwide projects that cross boundaries between different leadership team members.
- Conducts research, prepares, drafts and revises analytical reports required by the Head of School. Assists the Head of School in developing reports, presentations, speeches, publications, talking points and educational materials.
- Partners with Head of School and Assistant Head of School to oversee administrative elements of the strategic planning process.

Leadership Team:

- Responsible for organizing, collecting, collating, and publishing annual goal documents for Leadership Team members including annual work plans, goals, and objectives and tracking progress towards their accomplishments.
- Serves on the Leadership Team and coordinates for the Head of School the following in regard to that team: agendas for each team meeting, meeting notes, pre-meeting briefings (as appropriate), and memos/notes outlining follow-up actions for each team meeting in a timely manner.
- Partners with leadership team members to oversee the training, coordination of and collaboration between office administrative assistants.

Governance:

- Serves as liaison to the Board of Trustees on matters not directly handled by the Head of School.
- Responsible for managing the distribution and archiving of all subcommittee and full board meeting notes.
- Builds and coordinates with the Head of School and Board chair the contents of agendas and materials including briefing documents, power point presentations, and talking points for Board of Trustees meetings and Executive Committee meetings.

Required Skills, Education & Experience:

- Bachelor's and/or Advanced Degree
- Prior experience as an Executive Level Assistant and/or Project Manager
- Strong written and verbal communications skills
- Appreciation for and desire to work in a highly relational and values-centered environment
- Excellent attention to detail and accuracy
- Experienced in engaging a diverse range of personas/needs within an organization
- Adept at handling multiple priorities and meeting deadlines
- Capability of being a strong decision-maker, able to use independent judgment with limited supervision
- Strong organizational and computer skills including:
  Microsoft Word, Excel, and Google Apps (Gmail, Google Calendar, Google Drive).
  Familiarity and engagement with various social medial platforms.
- Flexibility, sensitivity, and diplomacy and the ability to work collaboratively with multiple constituencies are essential.
- Joy, patience, and compassion at core of candidate's humanity

To apply, please provide the following:

1. Resumé/Curriculum Vitae – Candidates are encouraged to include hyperlinks to applicable examples of their work in their professional journey.
2. A Personal Statement/Cover Letter addressed to Head of School, Crissy Cáceres, that expresses the ways in which your journey has demonstrated the school's pillars of Equity and Belonging, Quakerism, and Service Learning/Civic Engagement and how you see yourself further making them actionable within the context of your role.
3. List of four references with name, title, relationship, and contact information
4. Optional: Any other documents/artifacts from your experience that you think represent you in an authentic manner
5. Email the above as attachments or (if possible) one comprehensive PDF to hr@brooklynfriends.org. **Please put as subject line, HoS Chief of Staff.** Thank you.