

## **Administrative Assistant**

### **Lehigh Valley Charter High School for the Performing Arts (LVPA) Bethlehem, Pennsylvania**

LVPA is a non-profit 501(c)3 tax-exempt corporation founded in 2002.

The Administrative Assistant is a full-time position with full benefits.

LVPA in Bethlehem, PA seeks a self-starting, detail oriented Administrative Assistant that has the ability to work independently on multiple tasks with scrupulous attention to detail. Excellent communication skills and computer proficiency are required. Applicant must have excellent secretarial and organizational skills. Thorough knowledge of MS Word and MS Excel are a must. Knowledge of Publisher and PowerPoint is helpful but not required.

#### **Responsibilities to include:**

Working under the supervision of the Principal and CEO, the full time Administrative Assistant oversees and manages all Principal and CEO office procedures and other tasks as assigned.

#### **Duties and Responsibilities:**

- Manage and oversee all aspects of Principal and CEO office coordination
- Maintain Principal and CEO calendar to coordinate work flow and meetings
- Ability to take dictation
- Ability to transcribe from an audio recording
- Maintain all student, parent and staff information in a confidential file
- Prepare responses to correspondence as directed by the Principal and CEO
- Set up and coordinate meetings and conferences with parent, students, staff and board members.
- Make travel arrangements for Principal and CEO
- Keep office in an orderly fashion on a daily basis (filing, messages, mail, etc.)
- Maintain a positive and professional attitude when dealing with visitors, staff, students, parents
- Perform general office duties for Principal and CEO including distributing mail, answering phones, ordering supplies, and coordinating the maintenance of computers and other office equipment.
- Provide primary administrative and word processing support
- Prepare agendas, communications for Principal, CEO and Board members, organize committee and board meetings (Middle States, LVPA Foundation Board)
  - Take minutes and distribute to attendees following approval including but not limited to LVPA Foundation Board of Directors meetings and faculty and staff meetings (Curriculum and Middle States),
- Assist CEO and Principal with written, email and verbal correspondence.
- Interact with donors and vendors as needed

- Ability to work with confidential legal and policy information
- Ability to research and compile data for reports
- Maintain files
- Other duties as assigned

**Qualifications:**

Bachelor's degree preferable

Ability to work as a team member

Highly organized and detail oriented

Excellent written and oral communication skills

Ability to manage competing priorities effectively

Excellent interpersonal skills, including the ability to deal effectively and courteously with the public, teachers, students, vendors and other staff members.

Proficiency in Spanish a plus

**To Apply:** Anyone interested in applying, please send your resume to:

Diane LaBelle

Executive Director

675 E Broad St.

Bethlehem, PA 18018

**E-mail:** [dlabelle@lvpa.org](mailto:dlabelle@lvpa.org)

**Find out more by visiting the organization's web site»**

Job Type: Administration

Organization Type: Charter School