



UTOPIAN
ACADEMY FOR THE ARTS
CHARTER SCHOOL NETWORK

TALENT & RECRUITMENT DEPARTMENT

www.utopianacademyforthearts.com

talent@utopianacademy.com

JOB TITLE: Executive Assistant to the Chief Executive Officer

About Utopian Academy for the Arts Charter School Network

Utopian Academy for the Arts is the 2023 Georgia Charter School of the Year! The mission of Utopian Academy for the Arts is to develop, through a structured and supportive environment, academic and artistic students to enter and to succeed in the global society with proficiency to enroll in a college, university, or specialty school of their choice. Utopian Academy for the Arts is the only public charter school network in Georgia to offer a comprehensive educational program in the dramatic, media, and creative arts. Our educational model leverages the positive effects of arts education to engage and inspire students, develop their academic and artistic potential, and prepare them to be leaders in their communities. The Utopian Academy for the Arts was founded in 2013 as the first state-approved charter school by the State Charter Schools Commission of Georgia, to expand public school choice options for families that reside in Clayton County, GA. Recognizing its unique approach and access to arts-based education, the Clayton County Public Schools System subsequently approved the vertical expansion to add the Utopian Academy for the Arts Elementary (est. 2020) and Utopian Academy for the Arts High School (est. 2022). In 2023, the charter school network launched its second state-approved middle school, Utopian Academy for the Arts-Trilith, which features a state-wide attendance zone and is located in Fayette County, GA.

The Role

Our greatest instructional strategy is our human capital. More than any other variable in education-- more than curriculum or supplies—our faculty and staff matter. The ideal candidate is comfortable working independently and in rapidly changing environments, maintains confidentiality and discretion, can demonstrate initiative, and anticipate the CEO's needs. They are also proficient in computer equipment and software, such as Google Suite and Microsoft Office.

Key Role Responsibilities:

Administrative tasks

- Schedule a complex and dynamic calendar, supervising the response to requests for the CEO's time which can be complicated, time sensitive, highly confidential and can necessitate an appropriate setting of expectations
- Arranging travel, handling expense reports, and organizing documents and files
- Manage administrative procedures, workflow, and communications for the Office of the CEO, including monitoring and approving expenses for the department accounts

Communication

- Act as liaison between the Office of the CEO and all departments/staff within the organization, as well as key external constituents (including, but not limited to: board members, high level donors, and government officials).
- Crafting correspondence on behalf of the CEO



Meetings & Calls

- Field telephone calls and visit requests; decide daily which inquiries can be handled directly, which to refer elsewhere, and which should be addressed by the CEO
- Preparing for and attending meetings, scheduling and facilitating board meetings, and collecting information for meetings
- Identify, prepare and compile necessary materials to ensure that the CEO has appropriate information for meetings, reports, presentations, events and projects

Special projects

- Organize, manage, and provide administrative support for special projects and events; undertake research projects; and collect and analyze data as background for meetings and special projects

Compliance

- Ensuring compliance with state and authorizer requirements, and assisting with the collection and maintenance of employee clearances

Decision making

- Providing advice and recommendations, and making delegated decisions

Governance Board support

- Preparing materials for board meetings, supporting the board as needed, and maintaining the shared board folder

Employee recognition

- Planning and coordinating employee recognition events and ordering lunches and gifts

Candidate Qualifications:

- Bachelor's degree from a 4-year, accredited college or university;
- Experience working in a fast-paced environment
- Candidate thinks at the goal level (versus task) and demonstrates good logic; you anchor your work in the high-level goals and priorities of the CEO and the organization
- Exhibited excellent organizational and problem-solving skills, and the ability to handle multiple urgent priorities with high attention to detail in a dynamic environment
- Capable of building strong relationships with diverse audiences, and can effectively manage communications with constituents at all levels of an organization
- Possess a high degree of discernment, tact, and integrity as well as a profound respect for the confidentiality of the documents and communications involving the office
- Comfortability in an environment where flexibility, resourcefulness, and adaptability to changing needs and demands are required, as well as the need to work longer hours as circumstances require
- Demonstrated initiative and can plan ahead to anticipate the CEO's needs; you are comfortable working independently and can do so with accuracy
- Highly proficient with computer equipment including MAC, iPhone and iPad, and Google Suite applications



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HOW TO APPLY:

Application and materials should be submitted electronically by the priority deadline of **November 15, 2024**, to talent@utopianacademy.com **“Executive Assistant to the CEO”** should be labeled in the Subject Line of your message. Applications will be reviewed on a rolling basis.

- Completed Application for Employment including:
 - Cover letter / letter of interest defining your strengths in your subject matter, including your experience with supporting a charter school, or arts integrated school. Please cite specific and measurable examples from your practice that make you a fit for our Executive Assistant to the CEO position.
- Resume

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday