

## Job Posting

### ADMINISTRATIVE ASSISTANT TO THE BOARD OF DIRECTORS

Who we are:

The German International School Washington D.C. (GISW) is a leading international school in the Washington D.C. metro area. For 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINT-EC school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students.

The German International School Washington D.C. is seeking an Administrative Assistant to the Board of Directors for its bilingual Preschool to 12<sup>th</sup> grade school located in Potomac.

<b>OPENING:</b>	Immediately
<b>GENERAL INFORMATION:</b>	<p>This position is part-time (approximately 35 hours/week) with work schedule depending on the Board's needs and including evenings for board meetings, membership meetings and other events approximately once or twice per month. The position is eligible for remote work and reports directly to the Board of Directors.</p> <p>Pay Range: \$26 - \$28/hour</p>
<b>DESCRIPTION:</b>	<p>The duties of the Assistant to the Board include:</p> <ul style="list-style-type: none"> <li>• Prepare Board of Directors for meetings, conferences and events including assistance with drafting proposals and agendas as well as briefing and other informational and preparatory material</li> <li>• Schedule and organize meetings (Board meetings, membership meetings, town hall meetings with members of the school administration, Employees' Association, staff, parents, Embassy, visitors, sponsors, etc.), including sending invitations, securing location, room setup, distributing materials, assisting with presentations, and is present during meetings, if needed</li> <li>• Provide Board of Directors with historical context, background and guidance on issues as needed</li> <li>• Conduct research on policies, practices, motions</li> <li>• Prepare, draft and publish motions on behalf of Board of Directors, as needed</li> <li>• Attend a minimum of ten required in-person or hybrid Board meetings and three Membership Meetings per school year (evening meetings)</li> <li>• Take and translate minutes and other documents into German and English and ensure proper dissemination</li> <li>• Maintain Board correspondence with internal and external parties (German Embassy, government authorities, Head of School, Administration, etc.), as needed</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure continuity and efficacy of Board's work by maintaining Board related records, drafts and implement a Knowledge Management of the Board (by cooperating with Knowledge Management coordinator of the pedagogical side)</li> <li>• Assist the Board of Directors in meeting obligations and deadlines under the School's Bylaws and Rules of Procedure</li> <li>• Administer and oversee the Board budget</li> <li>• Assist in communication among members and between the Board and wider school community</li> </ul> <p>Assume additional duties and special projects as assigned</p>
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• 2-4 years of experience in a professional administrative role required (or equivalent relevant experience)</li> <li>• Excellent writing and organizational skills; attention to detail</li> <li>• Foster an environment that embraces diversity, integrity, trust and respect</li> <li>• Creative thinker with the ability to work independently</li> <li>• Be an integral team player, which involves flexibility and cooperation</li> <li>• Fluency in German and English, both verbal and written, required</li> <li>• Ability to organize, prioritize and communicate effectively</li> <li>• Proficiency with computers, including MS Office products required</li> <li>• Authorization to work in the US for any employer</li> </ul>
<b>To Apply:</b>	Please submit your letter of interest and resume to <a href="mailto:jobs@giswashington.org">jobs@giswashington.org</a> .
	<i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i>