

AMERICAN INTERNATIONAL SCHOOL OF MOZAMBIQUE
POSITION DESCRIPTION

Executive Assistant to the Board of Directors

Position Overview:

This individual is responsible for providing executive support to the Board of Directors and its committees including, but not limited to, preparing and maintaining agendas and minutes for monthly Board and Committee meetings, electronic records and paper files, and other tasks as assigned. This is a part time position, estimated at approximately 10 hours per week during the school period. While the work primarily occurs during normal office hours, this position requires some flexible work hours as meetings are often held on weekday evenings.

Required Attributes:

- Positive attitude, and strong interpersonal skills
- Excellent organizational and time management abilities
- Committed team player with the ability to take initiative
- Proactive approach with strong problem-solving skills
- Ability to handle confidential information
- Ability to deal with conflicting priorities
- Work well under pressure

Required skills and experience:

- Excellent command of the English language, both spoken and written, good command of Portuguese is an advantage
- Excellent oral communication skills
- Exemplary writing and editing skills related to the production of minutes and other board-related documents
- Ability to produce consolidated minutes from a recording
- Proficiency in the Google Suite, Microsoft Word, PowerPoint, Excel, and Gmail

Preferred skills and experience:

- Understanding of the international school community which includes a transient population and a very diverse collection of families
- Prior experience working with a Board of Directors

Duties and Responsibilities:

- Timely preparation of agendas, associated meeting packs, and minutes for monthly Board and Committee meetings and annual Board retreat
- Prepare the logistics of meetings and events, including but not limited to booking and set-up of venues, sending invites, arranging catering etc.
- Attend all Board and Committee meetings and special events to project documents for discussion and generate minutes of proceedings (noting some events take place outside core working hours)
- Track action items from Board and Committee meetings
- Administer and maintain board and committee resources on Google Drives for example; agendas, meeting packs, Board resolutions, minutes, policies, procedures, and other governing documents
- Coordinate all Board functions, including monthly Board and Committee meetings, Board and Committee training and professional development, the annual Board retreat, Community Information Sessions, Board election events, and Board social events.
- Prepare and coordinate communications for all Board events
- Arrange the signing of annual confidentiality documentation for board and committee members
- Update the necessary statutory documentation associated with outgoing and incoming Board Directors
- Develop the annual Board and Committee calendars in consultation with the Board Chair
- Schedule meetings and appointments
- Organize and execute the annual Board Election process in collaboration with the Board
- Liaise with managers and keep real-time updates of the divisional risk registers
- Monitor and manage content on the Board portal of the school's website
- Assist the School Director with limited ad-hoc tasks when necessary
- Other duties consistent with a Board Executive Assistant

Working Conditions:

- Approximate commitment: 8-10 hours/week during weeks that the school is in session. This may include some evenings and weekends, depending on the Board and committee meeting schedules.

AISM BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualifications and job scope, but not limit the employee or AISM to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.