



Charlotte Mason Institute® Administrative Assistant

Position: Administrative Assistant

Hours: Full time (40 hrs/wk), work remotely, some flexibility

Compensation: \$31,200 annually

Start Date: November 1, 2023

Position Overview:

The Administrative Assistant plays a crucial role in supporting the programs within Charlotte Mason Institute®, ensuring effective communication, document management, and design consistency. This role involves managing administrative tasks, editing, branding, and document creation for multiple non-profit programs.

Accountability:

The CMI Administrative Assistant is a full-time employee (40 hrs/wk) of the Charlotte Mason Institute® and reports to the Operations Director. The Operations Director acts as a liaison for communication, direction, and support. Work will be in collaboration with multiple teams across the organization.

Roles and Responsibilities:

- **Communication Tasks:**
 - Manage email communication for teacher training and school support, including monitoring registrations and surveys.
 - Assist with communication tasks related to various programs.
 - Facilitate teacher training and natural history club meeting reminders and links.
 - Gather feedback from instructors, facilitators, and compile surveys.
 - Efficiently route information to and/or obtain important information from appropriate individuals within the organization.

- Assist with conference communications
- **Document Management, Design, and Editing:**
 - Create, brand, and edit documents for all programs
 - Update publications
 - Create and manage certificates for continuing education courses.
 - Edit social media content before publication and assist with copy.
 - Provide editing support for Alveary materials.
 - Edit content for the organization's newsletters.
 - Edit and format class notes and syllabuses and distribute them to instructors.
 - Edit conference documents and programs including light design work.
 - Overall focus on editing and design within brand guidelines.
- **Graphic Design:**
 - Utilize Canva for graphic design tasks.

Qualifications:

- Strong interpersonal skills with the ability to connect well with others.
- Effective time management skills to handle multiple deadlines and priorities.
- Experience in light graphic design work using tools like Canva.
- Proficiency in document software such as Dropbox and Google Suite.
- Attention to detail and a commitment to maintaining brand guidelines.
- Excellent written and verbal communication skills.
- Ability to work effectively in a team and take initiative when needed.
- Commitment to the mission, vision and values of Charlotte Mason Institute®.

Application Instructions:

Submit application to Melissa Ferguson by Friday, October 27, with the following:

- Resumé
- Contact information for two references
- Writing sample (formal or informal)
- Design sample (optional but recommended)

Melissa Ferguson
 Operations Director
 Charlotte Mason Institute®
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