

Job Description: Administrative Secretary

Position Title: Administrative Secretary – Custom Class

Employment Type: Part-Time, Salary

Location: Largely Remote and On Location as Needed

Supervisor: Board of Directors or Appointee

Position Summary:

The Administrative Secretary will serve as a vital support role for Custom Class, ensuring smooth day-to-day operations across administrative, financial, and grant-related tasks. This team member will assist with managing school communications, organizing key documents, supporting procurement and compliance processes, and running occasional errands for the organization.

This position is ideal for a proactive individual with strong organizational skills, attention to detail, and a commitment to supporting a mission-driven educational environment. The role supports the Board of Directors, administrative team and consultants, and on-the-ground staff working across both remote and Family Service Center locations.

Essential Duties and Responsibilities:

Administrative & Organizational Support:

- Coordinate scheduling and maintain calendars for leadership, board meetings, and key events.
- Provide administrative assistance including data entry, email management, filing, and records organization.
- Assist with basic tech and document platform tools to ensure accurate inventory, smooth document storage and access.
- Serve as a point of contact for families and community partners, routing inquiries appropriately.

Financial and Procurement Assistance:

- Collect and organize receipts, requisitions, and other purchasing documentation.
- Assist in creating and submitting purchase orders using given tools and templates.
- Support adherence to financial and procurement policies, including grant compliance.
- Coordinate with vendors to confirm orders, delivery, and payment processes.

Grant Support and Documentation:

- Support documentation and compliance grant-funded activities.
- Track reimbursement items, upload required materials, and assist with reporting.
- Help prepare and maintain clean records to support audit readiness and financial oversight.

Errands and On-Site Support:

- Run errands occasionally (e.g., supply pickup, bank deposits, delivering documents or supplies to Family Service Centers).
- Assist with basic tasks at Family Service Centers or other locations when needed.
- Support with planning and execution of school events.

Work Environment & Physical Demands:

This is a part-time role with a flexible schedule, though some in-person availability in Southern Utah is preferred. Tasks may include both remote digital work and local errands or site visits.

- Must be able to occasionally lift or carry items up to 20 lbs.
 - Regularly required to communicate effectively, sit, stand, and use a computer.
 - Reasonable accommodations will be provided as needed in compliance with the Americans with Disabilities Act (ADA).
-

Equal Employment Opportunity (EEO) Statement:

Custom Class Charter School is an Equal Opportunity Employer and is committed to providing a workplace free from discrimination. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status or any other characteristic protected by applicable law.

Background Check & Other Requirements:

Employment is contingent upon:

- Successful completion of a state-required background check and fingerprinting.
 - Verification of eligibility to work in the United States.
 - Compliance with all state and school-specific training, certifications, and professional development requirements.
-

Compensation & Benefits:

- Competitive salary commensurate with experience.
 - Mileage reimbursement or expense reimbursement for errands as applicable.
 - Opportunities for growth and development within a mission-driven team.
 - Participation in applicable school events and trainings.
-

Application Process:

Interested candidates should submit the following with the subject "Application for Administrative Secretary" to info@customclass.org: Applications will be reviewed on a rolling basis until the position is filled.

- Resume/CV.
- Cover letter outlining qualifications and interest in the position.
- Professional references.