



Succeed Academically - Lead Confidently - Live Boldly - Thrive Physically

Job Title: Administrative Assistant

Location: GALS Ohio | 100 Obetz Rd Columbus, Ohio 43207

Reports To: Academic Operations Coordinator

FLSA Status: Non-Exempt

Position Type: Full-Time, 12-Month Position

Position Summary:

GALS Ohio (Girls Athletic Leadership Schools), a public charter school serving grades 6–8, is seeking a highly organized, detail-oriented and mission-aligned Administrative Assistant. This role is central to the operations of the school and will primarily support the Leadership Team. The ideal candidate will be proactive, professional and committed to empowering middle school girls through education, leadership and wellness.

Key Responsibilities

Executive and Administrative Support

- Serve as the primary administrative support to the Leadership Team.
- Manage calendars, schedule meetings and coordinate appointments for school Leadership Team.
- Prepare meeting agendas, take notes and follow up on action items.
- Draft and format communications, reports, memos and presentations.
- *Liaison to the Board of Directors related to requests for information, scheduling, community engagement and ongoing requests for support

School Operations

- Support operational logistics including supply orders, vendor coordination and maintenance requests.
- Assist with tracking school compliance documents, licenses and deadlines.
- Coordinate logistics for school-wide events, testing, professional development and board meetings
- Assist with school initiatives, including newsletters, social media content and special campaigns.
- Participate in planning and execution of school events and leadership retreats.

Qualifications:



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Required:

- High school diploma or equivalent; associate's degree or relevant coursework preferred.
- 2+ years of administrative experience, ideally supporting leadership or executive roles.
- Proficient with Microsoft Office and Google Workspace.

Preferred:

- Experience in a K–12 educational setting, preferably charter or public school.
- Familiarity with school information systems (e.g., PowerSchool).
- Strong interest in supporting girls' leadership and wellness initiatives.

Skills and Attributes:

- - Highly organized and detail-oriented
- - Excellent verbal and written communication skills
- - Ability to handle confidential matters with discretion
- - Self-starter with strong time management and follow-through
- - Warm, inclusive, and professional demeanor
- - Committed to the mission and values of GALS Ohio

Working Conditions:

This is a full-time, in-person role based at the school.

Occasional evening or weekend hours may be required for school events.

About GALS Ohio:

GALS Ohio is part of the nationally recognized Girls Athletic Leadership Schools network, dedicated to fostering strong minds, healthy bodies, and compassionate hearts. Our school empowers girls in grades 6–8 through a unique model that integrates academics, wellness, and leadership.