



**Job Title:** Office Assistant, President's Office

**Reports to:** President

**Position:** Full-time, with reduced summer hours

### **Job Overview**

The Office Assistant in the President's Office at Cathedral High School serves as the President's primary point of contact and communication for all school constituents. The incumbent's primary responsibility is to ensure consistent, timely, and proactive communication and planning with regards to all matters pertaining to the role of the President and the strategic plan and vision for the school. This incumbent will play an active role in all major priorities of the school, most notably, but not limited to advancement work and community relationships and engagement. Responsibilities may also include providing administrative support to other CHS departments and governing bodies, such as the Finance office and the Board of Trustees.

A person who is highly motivated to be part of a strategic vision, enjoys building and fostering strong relationships, thrives when given the opportunity to help lead, is deeply committed to Catholic education, and who is exceptionally organized is the ideal candidate for this position.

### **Essential Job Functions:**

- Seamlessly coordinate Board of Trustees meetings, including but not limited to: assembling reports from senior staff members, sending agenda and materials to Board members in advance of the meetings, ensuring that minutes are filed electronically and follow-up action steps are completed.
- Coordinate campaign related meetings, reports, and follow-up with donors and other significant contributors to the CHS mission.
- Serve as a liaison between CHS and the Adopt-A-Student Foundation on all matters of finance, event management, and development.
- Coordinate the meetings, agendas, and follow-up of subcommittees of the Board of Trustees
- Create meeting agendas, presentations, and other documents and deliverables for the President and Chief Financial Officer.
- Provide calendar management for the President.
- Assist in the planning and execution of school events involving the President.
- Schedule and receive visitors including alumni, parents, faculty, staff, community members and board members, exercising consistent good judgement and diplomacy.
- Prioritize and manage multiple projects simultaneously with accuracy.
- Handle the President's correspondence including phone, email, invitations, mail merges and meeting follow-up.

- Attend meetings at the direction of the President and record, distribute, and file minutes in a timely manner.
- Complete, deliver, collect, and file all RCAB contracts for faculty and CHS contracts for staff, and collaborate with the Finance Office to ensure accurate payroll and business records.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Self-identify and proactively address opportunities to further enhance the CHS mission
- Other duties as assigned.

#### **PREPARATION, KNOWLEDGE, SKILLS & ABILITIES**

- Bachelor's or Associate's Degree
- Minimum 5 years of office assistant, or equivalent, experience
- Commitment to high quality and professionalism
- Strong organizational/planning and time management skills
- Excellent written and verbal communication skills
- Exceptional Microsoft Office suite skills and considered tech savvy
- Top notch interpersonal skills

Interested candidates should submit a cover letter and CV directly to [dcarmody@cathedralhighschool.net](mailto:dcarmody@cathedralhighschool.net)