



Executive Assistant to the Office of the Head of School Start Date: August 1, 2021



Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 750 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

Executive Assistant to the Head of School Office

Friends' Central School seeks a full-time, 12-month Executive Assistant to the Head of School Office. The Head of School Office consists of the Head of School and supports the Board of Trustees of Friends' Central School. The Executive Assistant will be an integral part of the Head of School Office, often serving as the first point of contact for visitors to the Office. The ideal candidate will possess excellent organizational and interpersonal skills, as well as an ability to anticipate the needs of the Office and to take the initiative to make the work of the Head, and Board of Trustees as smoothly, error-free, and efficiently as possible.

The Executive Assistant to the Head of School Office is responsible for all issues relating to the School as delegated by the Head of School. These include, but are not limited to, the following areas:

Head of School

- Serve as liaison between the Office of the Head of School and all School constituents
- Support the daily operation of the Office of the Head of School, short- and long-term goals, and institutional projects
- Maintain the schedule for Head of School and coordinate all meeting and travel arrangements
- Schedule and help coordinate Board-related events, faculty/staff meetings that include all three divisions, and additional meetings as needed

- Answer the phone and manage calls to the Office of the Head of School
- Maintain expense reports and manage budget items for the Office of the Head of School
- Draft routine letters for signature based on notes or other direction given
- Manage and serve as a liaison for School memberships, such as NAIS, PAIS, FCE, and ADVIS
- Be responsible for attending and taking minutes at weekly Core administrative meetings and evening/weekend Board meetings/retreats
- Understand and promote the standards and policies of the School, providing support as standards and policies evolve
- Cheerfully and efficiently support the goals and mission of the School in a variety of ways
- Use independent judgment in performing the responsibilities of the position

Board of Trustees

- Support the Friends' Central Board of Trustees and standing committees
- Prepare schedules and materials for Board of Trustee and Committee meetings, and make all meeting arrangements for those meetings; work with appropriate staff to create the meeting calendar annually and send appropriate calendar invites
- Maintain the Board roster and assist the clerks of the sub-committees as requested
- Maintain the Board Shared Drive (via Google Drive)
- Attend and take minutes at the annual Board Retreat and at all Board of Trustees meetings
- Arrange the annual Trustee holiday dinner and year-end Trustee, faculty, and staff party

Requirements & Qualifications

- High school degree required; bachelor's degree and 3-5 years of related experience preferred
- Ability to be proactive in all aspects of the job and to anticipate the needs of the Office
- Excellent work ethic and calm demeanor
- Strong customer service orientation
- Ability to set professional boundaries and collaborate with constituents within those boundaries
- Willingness and ability to work outside the School's standard 8 am-4 pm work day
- Willingness to be accessible, approachable, and welcoming – managing confidential situations with discretion, respect, and sensitivity
- Excellent organizational skills and written and verbal communication skills
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and G Suite (Google Docs, Calendar, Slides, Drive, etc.)

- Ability to stay up to date with emerging trends in technology a plus
- Good sense of humor

Interested candidates should send a resume, cover letter, and contact information for three references to careers@friendscentral.org.

For more information on Friends' Central School, please visit friendscentral.org.

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).

