

Executive Assistant to the President & Principal

Administration

Reports to: President and Principal

Cristo Rey Atlanta Jesuit High School, which provides a college preparatory education and a unique work-study experience to low-income families, is seeking an Executive Assistant. To learn more about the school, please visit www.cristoreyatlanta.org.

Summary of Job Responsibilities: The Executive Assistant reports to and will work directly with the President and the Principal performing numerous job functions with the intent to create efficiencies in order to allow the school's executive leaders to spend a larger portion of time on essential functions. This position will interface with both external and internal constituencies, so will often represent the Office of the President and Office of the Principal.

Responsibilities

- Act as the point of contact between executives and internal and external colleagues, including board members.
- Prepare meeting agendas, reports, memos, letters, expense reports, and other documents.
- Attend meetings, take minutes, and write up for subsequent dissemination.
- Review and respond to correspondence and phone calls.
- Manage executives' calendars.
- Organize meetings and small events, securing space and refreshments, and acting as host for attendees.
- Coordinate hospitality for internal and external colleagues, including board members.
- Assist in the creation and implementation of scheduling, filing and related systems.
- Provide general administrative support to the president and principal and other leadership team members as needed.
- Other duties as assigned.

Qualifications & Skills:

- Three – five years' proven experience as an executive assistant, chief of staff, or other relevant administrative support experience
- In-depth understanding of MS Office suite and Google Workspace
- A proactive approach to situation assessment and problem-solving, with strong decision-making skills
- Professional verbal and written communication skills
- Project management skills
- Anticipates problems or challenges
- Time management and organizational skills
- Ability to multitask, prioritize tasks, and meet deadlines
- Excellent attention to detail
- Professional discretion
- Interpersonal warmth
- Relationship building and management skills
- Strong customer service skills in person, over the phone, and in writing
- Ability and willingness to work occasional early morning, evening, and weekend hours

Requirements:

- Bachelor's degree preferred.
- Multilingual skills and multi-cultural or cross cultural experience appreciated.
- High level of self-motivation and ability to work independently.
- Strong negotiating and organizational skills.
- Knowledge of current trends in administrative support to executives
- Demonstrated experience using listening, diplomacy and tact to build strong relationships.

Apply: To apply, submit the following items to Human Resources Manager at hr@crstoreyatlanta.org. Please include the position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.