



Austin Preparatory School Events Administrative Assistant

Austin Preparatory School, located in Reading, Massachusetts about 15 miles north of Boston, is seeking qualified candidates for the position of Events Administrative Assistant. Founded in 1961, Austin Prep is an independent co-educational Catholic day school in the Augustinian tradition for students in grades 6-12. There are 800+ students enrolled in the school.

The Events Administrative Assistant reports directly to the Assistant Head of School – Administration and Special Projects and will provide comprehensive administrative support to the Assistant Head of School, focusing on event coordination, calendar management, expense reports, and general office tasks.

Education and Experience:

- Experience in administrative support, preferably in an educational or event planning environment
- Strong organizational and time-management skills
- Excellent communication skills, both written and verbal
- Be able to multitask in a dynamic work environment.

APPLICATION REQUIREMENTS AND SEARCH PROCESS

Our Commitment to Mission

The mission of Austin Prep is to “inspire hearts to unite, minds to inquire, and hands, to serve” which we exemplify through the Augustinian charisms of veritas, unitas, and caritas. Austin Prep a Roman Catholic Augustinian secondary school committed to Catholic social teaching which is based on and inseparable from our understanding of human life and human dignity. Every human being is created in the image and likeness of God and is therefore invaluable and worthy of dignity and respect as a member of the human family.

Austin Prep encourages applications from candidates who appreciate, understand, and respect the mission of Austin Prep and the School’s Catholic identity. We seek applicants who can help enrich the School’s Roman Catholic Augustinian mission and can help advance our commitment to what Pope Francis calls “integral human development.”

Interested candidates should submit the following electronic documents as a single PDF to **Events.Admin@austinprep.org**

1. In the cover letter, in addition to indicating why they are particularly interested in and qualified for this position, all candidates should describe how they can help support our Catholic faith and our Augustinian heritage.
2. Resume
3. Three professional references including e-mail, phone number, and a description of the professional relationship (references will not be contacted without the applicant’s permission).