



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

**Job Description: Administrative Assistant
Cristo Rey Philadelphia High School**

Department: Administration

Reports to: President & Vice President of Work-Study

POSITION SUMMARY

Cristo Rey Philadelphia High School is seeking a highly organized, proactive, and detail-oriented Administrative Assistant to support three critical areas of the school: the President's Office, the Vice President of Work-Study (who manages the Corporate Work-Study Program), and the communication and management of the Board of Directors. The Administrative Assistant will be responsible for managing schedules, coordinating meetings, assisting with project management, handling correspondence, and ensuring the effective operation of these important school functions.

KEY RESPONSIBILITIES

1. Support for the President's Office

- **Executive Support:** Provide administrative assistance to the President, including managing calendars, scheduling meetings, and organizing appointments.
- **Communication Management:** Screen, prioritize, and respond to incoming communications (emails, phone calls, and mail) on behalf of the President.
- **Meeting Coordination:** Prepare agendas, take meeting notes, and ensure follow-up on action items for meetings with internal staff, external partners, and stakeholders.
- **Document Preparation:** Draft and proofread correspondence, reports, presentations, and other documents as needed for the President.
- **Office Organization:** Maintain an organized filing system for both physical and digital files. Ensure that all materials are easily accessible to the President, VP of Work-Study, and Board of Directors.
- **Event Planning:** Help plan and coordinate school events, including Board meetings, school functions, and community events.
- **Project Management:** Assist with special projects as directed by the President or VP of Work-Study, ensuring that tasks are completed on time and within scope.
- **Ad Hoc Tasks:** Handle other administrative duties as assigned, which may include supporting staff, organizing school-wide events, or assisting with community relations.

2. Support for the Vice President of Work-Study (Work-Study Program)

- **Program Administration:** Assist the VP of Work-Study in the daily operations of the Corporate Work-Study Program (CWSP), including scheduling interviews, coordinating meetings and tours with corporate partners, and ensuring timely communication with students and employers.
- **Data Management:** Help maintain accurate records related to student placement, employer agreements, and program performance, including tracking student hours, assignments, and outcomes.
- **Event Coordination:** Assist in organizing and coordinating CWSP-related events, such as orientations, employer meetings, and student training sessions.
- **Communication:** Serve as a liaison between students, employers, and the Work-Study department, ensuring clear and timely communication.

3. Board of Directors Support

- **Meeting Coordination:** Schedule and organize meetings for the Board of Directors, including preparing agendas, arranging meeting logistics, and ensuring that Board members receive relevant materials ahead of meetings.
- **Minutes and Documentation:** Take accurate meeting minutes, distribute them to Board members, and follow up on action items.
- **Communication with Board Members:** Facilitate regular communication between the school leadership and Board members, ensuring that they are kept informed on key developments, school activities, and strategic initiatives.
- **Board Relations:** Assist in the preparation of Board-related documents, including financial reports, school updates, and strategic plans. Maintain up-to-date records of Board members, terms, and contact information.

QUALIFICATIONS

- **Education:** Bachelor's degree preferred or equivalent work experience.
- **Experience:**
 - Minimum of 2-3 years of administrative support experience, ideally in an educational or non-profit environment.
 - Experience working with senior-level executives and Boards of Directors is highly desirable.
 - Familiarity with corporate Work-Study programs or similar workforce development initiatives is a plus.
- **Skills and Abilities:**
 - Excellent organizational and time-management skills with the ability to manage multiple priorities and deadlines.
 - Strong written and verbal communication skills, with attention to detail and accuracy.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.
 - Experience with database management and scheduling software (e.g., Google Calendar, Microsoft Outlook, or similar platforms).
 - Ability to maintain confidentiality and handle sensitive information with professionalism and discretion.
 - Strong interpersonal skills with the ability to work effectively with a variety of internal and external stakeholders, including students, staff, parents, and Board members.
 - Commitment to the mission and values of Cristo Rey Philadelphia High School, including a passion for education, community engagement, and social justice.

APPLICATION PROCESS

To apply, please submit a resume, cover letter, and references to the Human Resources Department at Jointheteam@crphs.org or via our website's "Join Our Team" portal.

Cristo Rey Philadelphia High School is an equal opportunity employer. We are committed to diversity and inclusion in our workplace and encourage candidates from all backgrounds to apply.
