



Administrative Assistant (Dual Role)

Type: Full-Time / 12-Months

Hours: 8:45 a.m. – 4:45 p.m.

Reports to Lori-Anne Brogdon, Head of School, and David Recksieck, Office Manager

Starting Date: ASAP

Mission Statement: *Catherine Cook School is a vibrant learning community that fosters curiosity, develops critical thinking, and inspires compassionate leadership for students in preschool through 8th grade.*

Diversity Statement: *Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.*

At Catherine Cook, we value a diverse and inclusive community. We define diversity as the range of differences and similarities between social identifiers, including race, socio-economic status, ability, age, gender identity, sexual identity, religion, and ethnicity. The ideal candidate is eager to join this type of professional community. We specifically seek candidates from underrepresented backgrounds.

Summary

Catherine Cook School seeks an enthusiastic and multi-talented individual who can manage a dual role as the new Assistant to the Head of School and Administrative Assistant to the Main Office. Under the general supervision of the Head of School and Office Manager, divides their time and coordinates the essential duties in support of the Head and ensures the Main Office runs smoothly.

The Assistant will have strong relationships with every division and department of the school and help keep the lines of communication strong between the Head of School, the Main Office, and all school sectors. The Assistant will embody and communicate the school's mission and values and manage confidential situations with discretion, respect, and sensitivity.

Essential Tasks for Head of School:

- Support the Head of School's daily operation of the school, short and long-term goals, and institutional projects.
- Serve as the main point of contact for all incoming calls by successfully prioritizing and responding to inquiries for the Head and Main Office.
- Proactively manage the Head of School's calendar and activities, make appointments, anticipate conflicts, and update the calendar accordingly.
- Make travel arrangements and register for Professional Development for Head of School.
- Manage the Head's receipts and reconcile credit card statements each month.
- Attend monthly Board meetings, manage catering, set-up and clean-up, and take minutes.

- Perform other duties as assigned by the Head of School and Office Manager.

Essential Tasks for Main Office:

- Ensure the Main Office and Head's Office/reception area are kept tidy, and the kitchenette area is fully stocked for daily meetings or walk-ins.
- At the end of each week, review office supply inventory and ensure Head of School is fully stocked and prepared for the following workday.
- Maintain meticulous records for the Head of School and Main Office.
- Understand and promote the standards and policies of the school.
- Staff open houses, orientations, back-to-school events, and parent-teacher conferences (as needed).
- Greet and direct school visitors (vendors, parents, etc.)
- Open, sort, and distribute all incoming mail and prepare shipments using FedEx, UPS, and USPS as needed.
- Manage each workroom/Main Office inventory and keep workstations clean and prepared for the following workday.
- Assist the school nurse as needed by providing basic care to students and contacting parents and caregivers should the child be too ill to return to class.
- Compose, proof, and edit professional correspondences and other records received.
- Create reports using the school database.

Qualifications

- A bachelor's degree plus a minimum of 2-3 years of administrative experience, preferably in a school or educational setting.
- This position requires the strict confidentiality of corporate, personal, and legal information and requires the highest level of discretion.
- Energetic and outgoing team player with the ability to function independently as well as in a collaborative environment.
- Organization and planning skills are essential.
- The employee must possess the ability to solve problems using sound judgment quickly
- Microsoft Office proficiency (Word, Outlook, Excel, and PowerPoint)
- Experience working with Google software, including docs, sheets, and drive
- Excellent interpersonal skills, organizational skills, and attention to detail
- A positive attitude, sense of humor, and dependability are required

Compensation and benefits are competitive and commensurate with education and experience. Visit catherinecookschool.org to learn more about our school and culture. Catherine Cook School is an equal opportunity employer.

Qualified candidates, please [click here](#) to complete an application with a resume and cover letter. If you have questions or need additional information, please contact hiring manager Jane Altman at jaltman@ccookschool.org.