

CSBC Executive Assistant – Catholic Schools of Broome County

Job Summary

The Executive Assistant reports directly to President of the Catholic Schools of Broome County and is responsible for providing high-level administrative support by serving as the primary liaison between the President and the CSBC staff, faculty, parents, students and the community at large. The Executive Assistant will help manage the President's time, commitments and priorities. The Executive Assistant be organize and coordinate office operations. He or she must have a pleasant, upbeat and welcoming personality while exhibiting discretion, diplomacy, and complete confidentiality with the faculty, staff and larger school community. He or she will seek to perform all duties with excellence, and prioritizing business needs in order to enable the President to create and maintain a culture of spiritual and academic excellence.

Minimum Qualifications

Education

- High school diploma

Experience

- Minimum five (5) years of administrative experience with increasing responsibility in a professional environment; Executive Assistant experience preferred; experience in a school environment preferred
- Experience managing office operations in a professional work environment

Knowledge, Skills & Abilities

- Adept at technology and able to quickly learn new software systems
- Strong work ethic and willingness to take ownership for wide-ranging responsibilities
- Dependable
- Superior organizational skills and the ability to effectively manage time and prioritize tasks
- Persistence, resourcefulness, drive and ability to work both independently and collaboratively with a team
- Strong communication skills, both verbal and written
- Excellent interpersonal skills and the flexibility to accommodate individuals in varying situations and with varying temperaments
- Ability to demonstrate a high degree of discretion with regard to sensitive and confidential information
- Self-motivated and willing to take on new projects with varying degrees of complexity

Technologies

- Proficient in the use of Microsoft Word, Excel, Google (e-mail & calendaring)
- Hands on experience with systems commonly used in an office environment (i.e. phones, copiers, printers, etc.)

Physical Capabilities

- Able to sit for extended periods of time in front of a computer; and bend, kneel, squat and crouch to access file materials

Personal Characteristics

- Adheres to high ethical standards and exemplifies Christian behavior in attitude, speech and actions towards others
- Displays a high degree of emotional intelligence evidenced in sensitivity to others and willingness to listen and take responsibility for actions / mistakes
- Maintains a modest and clean personal appearance consistent with school policy

Job Functions and Tasks

Essential Functions – Executive Assistant

- Work with the President to develop a Christ-centered, positive and safe learning environment
- Manage professional and personal scheduling for President, including agendas, daily calendar, mail, e-mail, calls, travel arrangements, and other logistics
- Screen and route all incoming phone calls, inquiries, visitors, and correspondence
- Draft emails and place phone calls on behalf of the President
- Coordinate all details for President- hosted events including meetings, small or large gatherings, celebrations or appreciation parties, special speaking engagements
- Maintain confidentiality of highly sensitive information
- Manage complex office administrative work requiring the use of independent judgment and initiative
- Manage communication between the President and employees; serve as primary liaison for various projects and tasks
- Report regularly to the President on any developments or problems within the school requiring the President's awareness or action
- Prepare packages and materials for board meetings
- Coordinate, attend, participate in, and record minutes of President's administrative team meetings and School Board meetings
- Create, coordinate with Principals and President and maintain CSBC School Year calendar and conference room calendars
- Collaborate and Liaison with local school districts and President regarding Title I coordination

Other Duties

- Establish routine office policies and procedures and ensure that they are consistently implemented and followed
- Respond to mail, all email accounts and general correspondence that is received by the school
- Maintain and troubleshoot office equipment as necessary
- Initiate office supply purchase orders; receive, store and distribute supplies and office materials
- Assist the CSBC Foundation Board by taking meeting minutes at the meetings
- Assist with CSBC Administrative Cabinet meeting agenda and take minutes
- Send out notice to staff regarding timesheets collections.
- Assist CFO with minor tasks as needed, Title, grants