

Job Description: Executive Assistant to the Head of School

St. Paul's Episcopal School's Executive Assistant provides support in a one-on-one working relationship with the Head of School. The Assistant acts as the primary point of contact for the Head of School with the St. Paul's community, especially with faculty, staff, parents, and students in matters pertaining to the Head of School's office. The role is also responsible for maintaining and managing the Head's schedule and determining access.

The Assistant must be creative and enjoy working within a fast paced environment. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain balance among multiple priorities.

The Assistant will have the ability to work independently and within a team on projects and reports, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

This position begins June 1, 2021.

Qualifications

- Strong organizational skills, ability to perform and prioritize multiple tasks, excellent attention to detail
- Strong interpersonal skills, ability to build relationships with all constituents, including faculty, staff, board, parents, and students
- Expert level written and verbal communication skills
- Proactive approach to problem-solving
- Emotional maturity
- Forward looking thinker, who also proposes solutions
- Ability to learn new technology

Education and Experience Requirements

- Bachelor's degree required
- Three to five years administrative experience
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

Please forward resume and references to blyons@stpauls-lakeview.org.