



April 2022

POSITION OPENING: Part-time Administrative Assistant

St. Francis of Assisi Catholic School is seeking an experienced and faith-filled Administrative Assistant. The Administrative Assistant is the first point of contact for all visitors on our campus. This position must maintain a high level of confidentiality, customer service, and professionalism at all times.

POSITION DESCRIPTION

- Maintain professional attitudes and loyalty to the school at all times. Treat all students, parents, and staff with dignity and respect.
- Welcome and greet visitors in a courteous and professional manner. Direct all inquiries appropriately.
- Ensures the front desk is monitored at all times during the school hours.
- Keep informed of the school policies, procedures, programs, school events, and enrollment process in order to address questions and accommodate inquiries.
- Make intercom announcements professionally when needed to communicate important information to the campus.
- Administer first aid at school which may require physical contact with students.
- Maintain student emergency contact information in the office, health room, and classrooms.
- Assist administration by providing clerical support.
- Compose letters, newsletters, and other documentation in Word.
- Create and update spreadsheets with formulas.
- Perform other work-related tasks as assigned by Principal

QUALIFICATIONS

- Prefer a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.
- Proficient with computer-based programs, i.e., Microsoft Office and Google Suite.
- Possess good organizational and interpersonal communication skills verbally and in writing.
- Proficient in maintaining a courteous and professional manner at all times and adhere to standards of confidentiality.
- Proficient at multi-tasking.
- Excellent skills in cooperating and working with others.

EDUCATION AND EXPERIENCE

- BA/BS Degree preferred but not required.
- Minimum two years experience as a receptionist.

APPLICATION PROCEDURE AND DEADLINE:

Interested candidates are asked to submit a resume by email to Mrs. Jeannette Lambert at jlambert@sfayl.org or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887.