



## Job Description

### Administrative Assistant to the Sr. Principal

#### **SUMMARY:**

Will provide administrative support to the Sr. Principal and the Advancement Department

#### **SPECIFIC RESPONSIBILITIES:**

- Provide administrative support to the Sr. Principal including managing calendar/schedule, scheduling meetings, greeting guests, and assisting with phone and email communication.
- Serve as a representative of the Sr. Principal's office to parents, PTO members, pastors, staff, students, vendors and community members.
- Provide administrative support to the Advancement Department by maintaining the donor database. Includes data entry, and using the database for data mining, production of reports, communication to potential donors and timely acknowledgement of donations.
- Manage all aspects of monthly pastor meetings and lunches.
- Will back up other administrative positions when needed including during meal periods, breaks and vacation/sick days.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Requires 3+ years of administrative support experience, preferably in an educational setting.
- Proficiency with Word, Excel, PowerPoint, Google Docs and email required.
- Experience managing a donor database desired. School is currently using Blackbaud Raiser's Edge.
- Excellent organizational skills.
- Excellent interpersonal, verbal communication and written communication skills.
- Ability to work collaboratively with others.

*It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.*

#### **CLASSIFICATION:**

This is a full-time, 11-month position. There will be no hours worked in the month of July of each year.