



SACRED HEART PARISH & ACADEMY



Position Title: Administrative Assistant

Position Category: Administrative

Position Status: 1. Full Time 2. Salary 3. Benefit Eligible 4. Flexible Schedule (Outside Academic Year)

Immediate Supervisor: Dean of Faculty and Curriculum

Position Summary: The Administrative Assistant is a practicing Catholic who fully adheres to the teachings of the Church and is excited to serve the mission of Sacred Heart Academy by assisting the Dean of Faculty and Curriculum. A successful candidate must be outgoing, detail-oriented, thorough, and discrete. The position will involve creating and maintaining organizational systems as well as managing scheduling and communication on behalf of the Dean.

Essential Duties & Responsibilities:

- Manage scheduling and communication for the Dean of Faculty and Curriculum
- Order, check-in, distribute, and catalogue curricula for Mont-12th grades
- Make and answer phone calls, communicate with parents, teachers, and the administrative team via email, website, and social media via Slack, Facebook, email, and a Wordpress-based website
- Take on minor data-entry, filing, and miscellaneous tasks
- Cultivate a personal and institutional knowledge of Sacred Heart Academy to better serve our families
- Create, update, and maintain aesthetically pleasing documents and templates used in communication with students, parents, and faculty members
- Additional duties as assigned

Note: All duties must be performed cheerfully, reliably, punctually, and with utmost discretion, due to the sensitive nature of academic and personal information to which the Administrative Assistant will have access.

Qualifications:

Required

- Practicing Catholic willing to sign an oath of fidelity to the Church
- Bachelor's degree
- Flexibility and enthusiasm necessary to enter a newly created and evolving position

Preferred

- Background in Liberal Arts education, understanding of the New Classical Schools movement, or experience with homeschooling
- Self-knowledge and experience to recognize personal talents and weaknesses
- Experience with Google Suite, Wordpress, and Slack

Skills:

Required

- Exceptional written and oral communications skills and strong attention to detail
- Demonstrated ability to work independently, as well as on a team
- Accept delegation through short daily meetings and online project-management tools
- Strong organizational and interpersonal abilities
- Ability to self-teach digital technology interfaces
- Desire to grow personally and professionally

Preferred

- Strong proofreading skills
- Working knowledge of Adobe Create Suite

To Apply: Send cover letter, resume, three professional references and salary requirements to Zachary Good, Dean of Faculty and Curriculum: zgood@sacredheartgr.org