

JOB DESCRIPTION

Executive Assistant



The Executive Assistant will oversee and perform a wide variety of administrative support activities for the Head of School. The Executive Assistant will coordinate complex projects, some confidential in nature. Strong communication skills with a diverse group of people and outstanding written skills are a must. This person will require a pleasant, upbeat, and welcoming demeanor, professional judgement, discretion, diplomacy and above all Christ honoring through all things.

Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. Fully Known, Fully Loved, Fully His...Heart, Soul, Mind, Strength.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

Provide Administrative Assistance to the Head of School in Conducting the Overall Operations of Cherry Hills Christian School

- Work closely with the Head of School to support general administrative and facility operations
- Be a self-starter and perform high-level administrative work with a collaborative approach
- Coordinate, attend, and record notes and action items for the Head of School's Leadership Teams
- Work cooperatively with department personnel, administrators, teaching staff, and Cherry Hills Community Church
- Continually work with the Head of School on implementing both the Long-Range Strategic Plan and Continuous School Improvement Plan
- Prioritize, compose, edit, and format communication as directed
- Communicate on behalf of the Head of School with a professional, positive, and encouraging manner
- Responsible for coordinating all details for Head of School hosted events and meetings, included but not limited to meetings, small or large gatherings, celebrations, or appreciation parties, etc., Coordination includes invitations, planning, facility reservations and vendor communication.

Provide Strategic, Effective, Inspiring Team Support

- Uphold and embody Cherry Hills Christian's culture as set forth in the employee handbook
- Model servant leadership, grace, and love in all relationships and interactions
- Develop positive relationships with colleagues that exhibit teamwork, relational unity, and spiritual growth
- Provide team support regarding all matters, processes, and initiatives
- Assist team members to facilitate school-wide wins
- Be an active participant in student supervision and school duties as assigned

Cultivate Positive Relationships with Children and Families

- Connect relationally with children and families in all interactions

Executive Assistant

- Provide a safe school environment consistent with policies and procedures to ensure high structure and accountability
- Pray for the children and families you serve

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail, and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion, and a service orientation

Other Administrative Responsibilities

- Is knowledgeable of Cherry Hills Christian policies and procedures to assist with day-to-day operations
- Assists in overseeing the maintenance of a clean, safe environment for school operations

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Head of School and other professional development opportunities
- Attend department and all-staff meetings
- Demonstrate teachability and receptiveness to feedback

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Perform Other Duties and Tasks as Assigned

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Leadership, Faith, wisdom, Giving, Discernment, Service and Administration.

QUALIFICATIONS

Executive Assistant



- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to the mission statement, values, and faith statement
- Must be able to uphold and support the mission statement, values, and faith statement
- Bachelor's degree required
- A minimum of three years' Executive Assistant experience
- Detail oriented and possess excellent verbal and written communication skills
- Ability to maintain confidentiality, team player and independent worker

POSITION TYPE: Full-time, Exempt

HOURS PER WEEK: 40 (Year-round position)

SUPERVISOR: Head of School

SALARY: \$55,000 – \$60,000

BENEFITS: Medical, Dental, Vision, 403(b) Retirement plan, Vacation & Sick time