



## **EXECUTIVE ASSISTANT TO THE PRESIDENT**

### **Job Description**

#### *Mission Statement:*

*East Catholic High School is a regional college-preparatory school of the Archdiocese of Hartford. Building on Catholic tradition and the charism of the Sisters of Notre Dame de Namur, we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.*

**The Executive Assistant assists the President in the day-to-day implementation of the school policies and long range planning that are consistent with the archdiocesan policies.**

#### **Responsibilities & Qualifications:**

- Proficient in Word and Excel and other Microsoft applications
- Strong internal and external communications skills and organizational skills
- Transcription of minutes Advisory Board and Senior Leadership meetings
- Board Liaison
- Responsible for School/Facility Calendar
- Maintain FACTS SIS database
- Responsible for preparing annual reports for multiple organizations
- Track and record staff attendance
- Works with Advancement Office Fundraising & Donor Events/Visits
- Assist in preparing teacher contracts, staff salary agreements & stipend agreements
- Coordinates Faculty PD lunches/breakfasts
- Responsible for Onboarding Process & Files for all new hires

#### **Other:**

- Other responsibilities as designated by the President
- Submit to a background check and Virtus training
- Salary Range \$48,000-53,000 based on experience