**Job Description: Executive Assistant to the Head of School**

St. Paul’s Episcopal School’s Executive Assistant provides high-level administrative support in a one-on-one working relationship with the Head of School. The Assistant acts as the primary point of contact for the Head of School with the St. Paul’s community, especially with faculty, staff, parents, and students. The role is also responsible for maintaining and managing the Head’s schedule and determining access.

The Assistant must be creative and enjoy working within a small, fast paced environment. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain balance among multiple priorities.

The Assistant will have the ability to work independently and within a team on projects and reports, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

This position begins immediately. Please send cover letter, resume, and list of references to [dchildress@stpauls-lakeview.org](mailto:dchildress@stpauls-lakeview.org) by June 30, 2023.

St. Paul’s Episcopal School is an independent co-educational school for infant through eighth grade in New Orleans, Louisiana, that includes a curriculum that combines traditional instruction in a classroom setting with hands-on activities, sustainability education, outreach, and a strong sense of community. St. Paul's does not discriminate against any person in employment, or otherwise because of race, religion, national and ethnic origin, sex, or sexual orientation or gender identity, or disability in violation of existing state or federal law or regulations.

**Qualifications**

* Strong organizational skills, ability to perform and prioritize multiple tasks, excellent attention to detail
* Strong interpersonal skills, ability to build relationships with all constituents, including faculty, staff, board, parents, and students
* Expert level written and verbal communication skills
* Proactive approach to problem-solving
* Emotional maturity
* Forward looking thinker, who also proposes solutions
* Ability to learn new technology

**Education and Experience Requirements**

* Bachelor's degree required
* Three to five years administrative experience
* Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

Executive Assistant Job Requirements

* Proficient with Microsoft Word, PowerPoint, Publisher, and Excel
* Attention to detail
* High level of writing and editing ability
* Ability to multi-task large and small projects
* Maintain confidentiality
* Treat all with respect and dignity
* Follow instructions and follow through to event’s completion
* Work independently as well as a team member
* Maintain calendar and daily schedules
* Serve as the “gate keeper” for Head of School
* Set up meetings, travel itinerary
* Work on school-related projects, as needed