

Job Description for:
Administrative Assistant–
12 Month Working Cycle
7 a.m. - 3 p.m.- Regular hours
After 3 p.m. and nights - on occasion

The position of Administrative Assistant is a full-time position of 12 months with modified summer hours.

Administrative Responsibilities:

The Administrative Assistant reports to the Principal. S/he seeks to support the current enrolled students and to increase awareness of Catholic education, and assists all parents with their concerns. The Administrative Assistant works with the principal on community outreach, admissions and advancement of the school.

Primarily, the Administrative Assistant serves as a direct support for the Principal in all areas of need. Confidentiality of utmost importance. Must have experience with this imperative responsibility.

Supports Principal with Family Support:

- Assists all families as needed with school forms, registration and miscellaneous paperwork/school website as requested
- Maintain relationships and support students and their families as needed
- Track data on families and create reports

Supports Principal with Community Partnership:

- Assist with the development of a strategic relationships and partnerships with community organizations and other area Catholic middle schools as well as local public schools
- Supports outreach efforts with Catholic Schools Foundation and maintain communication with Catholic Schools Office.

Parent Outreach Responsibilities:

- Provide assistance to the parent community, particularly in Spanish if possible as needed
- Assist with translating school documents if possible
- Coordinate work of volunteers
- Develop and Oversee the Parent Advisory Program and coordinate parent activities.

Administrative Assistant Responsibilities

- Assist with maintaining school attendance
- Assist with communication to teachers
- Summarize monthly team meetings with teachers and Principal
- Work collaboratively with other MC staff to maintain school records and systems
- Other duties as assigned by the Principal

Qualifications:

- Bachelor's degree or some college with equivalent work experience
- Minimum five or more years' experience
- Bilingual Spanish/English (preferable but required)
- Excellent interpersonal and communication skills
- Self-motivated, outstanding organizational skills, flexible, and able to work independently

- Familiarity with and commitment to urban Catholic education
- Ability to speak publicly
- Access to car is required
- Ability to work evenings and weekends on occasions for special events

Equal Opportunity Employer

The Archdiocese of Boston does not discriminate in employment opportunities or practices (consistent with those religious exemptions provided in statutory and constitutional law) on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Job Requirements

- Bi- Lingual (Spanish) would be ideal for this position but not necessary. Must enjoy working in a fast paced environment where flexibility is not stressful. Must be highly organized and be a problem solver. Again, the person must know the importance of confidentiality at all times.
- At least 5 years of relevant experience preferred
- Bachelor's degree preferred
- Citizenship, residency or work visa required

Contact Information

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