

## **JOB DESCRIPTION**

### **Administrative Manager**

Chesterton Academy of Notre Dame

Spokane, WA

Position Description | September 2019

## **SUMMARY**

Chesterton Academy of Notre Dame in Spokane, WA is seeking an Administrative Manager to support the Office of the Headmaster. Opening in September 2020, Notre Dame will be the first Classical Catholic High School in the Spokane area. Reporting directly to the Headmaster, this position will provide operational, organizational, project management and administrative support to the Headmaster and Board of Directors. The ideal candidate has well-rounded skills, a strong service orientation, a friendly and positive demeanor in phone, email and in-person communications, and a passion for Catholic education. The Administrative Manager is a part-time position with the opportunity to grow into a full-time role within the year.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Oversee and perform administrative functions needed to support team members at Chesterton Academy of Notre Dame. Anticipate team needs and follow through with little direct supervision.
- Serve as a friendly first point of contact for parents, students, volunteers, and community partners.
- Answer inbound telephone calls and emails in a knowledgeable and professional manner.
- Coordinate and complete regular mailings.
- Create, manage and monitor follow-up lists of activities for important initiatives.
- Perform mail merges and run various reports.
- Coordinate school events, meetings, & projects.
- Create visually compelling documents, including PowerPoint presentations, meeting agendas, meeting notes, spreadsheets, data summary reports and many other forms of handouts.
- Research, draft and edit correspondence for staff members; send mass emails via Flocknote.
- Schedule meetings and manage multiple calendars.
- Recruit, coordinate, and manage volunteers.
- Complete routine administrative tasks, such as filing, copying, typing, meeting minutes.
- Process and sort mail.
- Maintain a nice, clean, physical environment.
- Other duties as may be assigned.

## **PREFERRED QUALIFICATIONS**

- Practicing Catholic
- Bachelor's degree, plus a strong interest in advancing the mission of Catholic education.

- Optimistic, enthusiastic, energetic, and service-oriented professional. Should be a self-starter with strong follow-through skills and possess a results orientation. Should work with a sense of urgency to reach the desired end-result completely and quickly.
- Demonstrated proficiency in organizing and managing initiatives and follow-through to obtain desired results. Strong attention to detail, accuracy and quality.
- Good written and oral communication skills. Ability to communicate effectively through email, telephone, and face-to-face meetings.
- Excellent interpersonal skills with a client service attitude. Ability to establish trust and work collaboratively with members of the school community and with volunteers.
- Proficiency with Microsoft Office applications.
- Accurate data entry skills.
- Adaptability to last-minute changes in daily duties.

### **ABOUT THE ORGANIZATION**

Chesterton Academy is raising up a new generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith. Our rigorous, integrated curriculum unlocks student potential and prepares students to succeed in college and professional life, and to excel in service of family, of country, and of Christ our Lord. Notre Dame will join a network of over 20 Chesterton schools located in the United States, Canada, and Italy.

### **TO APPLY**

Please send a resume and cover letter to Matthew Powell at [mpowell@dioceseofspokane.org](mailto:mpowell@dioceseofspokane.org). Review of applications to begin immediately.