



Administrative Assistant

Under the direction of the Head of School and the Director of Finance and Operations, the Administrative Assistant at Emerson School plays a pivotal role in supporting a wide range of administrative and operational needs.

This position will provide administrative support to the Head, facilitating the smooth functioning of the Head's Office and interfacing with parents, faculty, staff, students, and Emerson's parent organization with a focus on Emerson's strategic priorities. This position requires exceptional organizational skills and the ability to effectively prioritize and synthesize diverse requests.

This position will provide administrative support to the Director of Finance and Operations including performing clerical duties for the Business Office, providing management support of operational departments, and assisting with HR administration.

Responsibilities:

Head of School

- Provide support to the Head and serve as a liaison, providing a bridge for smooth, timely, and effective communication between the Head and both internal and external constituents.
- Work closely and effectively with the Head, keeping him informed of upcoming commitments and responsibilities, having a pulse on the environment(s) and communicating evolving needs.
- Assist with project management of Emerson's strategic priorities under the direction of the Head and in partnership with other Administrative Team members.
- Attend meetings with the Head, prepare meeting agendas and minutes, and lead follow-through efforts on action items including advising on and tracking deliverables with relevant stakeholders.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Head, including those of a sensitive or confidential nature; determine appropriate course of action, referral, and/or response.
- Manage Head's email correspondence and digital queries, ensuring timely and professional responses.
- Conduct special research, collect data, and prepare reports and documents.
- Greet visitors, provide information to parents, and maintain a welcoming and professional environment.
- Manage Head's calendar including scheduling appointments, meetings, and travel arrangements.
- Organize appointments and meetings and make arrangements for school visits as requested by the Head.
- Coordinates logistics for BOT meetings, including room setup and catering.
- Network with key stakeholders, including the Parent organization.
- Coordinate logistics for all Board of Trustees meetings including room setup and catering under the direction of the Business Office Associate
- Perform other related duties as directed by the Head.

Director of Finance and Operations

- Oversee staff purchasing requests, including assigning purchase order (PO) numbers, reconciling invoices, and managing inventory.
- Maintain and improve filing systems, ensuring easy access to important documents and information.
- Complete various administrative tasks within the business office, such as maintaining the postage machine, filing and/or scanning pertinent paperwork, and opening and reviewing daily mail.
- Provide administrative management support to the Director of Finance and Operations for both the Building and Grounds and Technology departments including communicating deliverables, providing routine project status updates, and responding to correspondence.
- Provide support for front desk receptionists, as needed, including being back-up.
- Draft and edit letters, reports, and other documents.
- Provide HR support to the Director of Finance and Operations, including filing employee records, managing email communications, and creating and compiling reports.

Qualifications:

- Bachelor's degree or equivalent experience/education required.
- Previous administrative experience or tenure in an office setting
- Strong technical skills including proficiency in Microsoft and Google platforms, school-focused applications, and databases, as well as all forms of marketing and communication platforms.
- Demonstrated excellent communication and project management skills.
- Strong attention to detail, establishing priorities, and meeting deadlines with an ability to take initiative.
- High level of interpersonal skills to handle sensitive situations with tact and diplomacy while maintaining confidentiality.
- Self-motivated, collaborative, and the ability to successfully build relationships with all constituents.
- Knowledge of HR processes and procedures is desirable.

Interested parties, please send your resume and cover letter to Director of Finance and Operations, Mariah Mallett at mmallett@emerson-school.org.