



## New Hope Christian Academy

### **Job Title: Executive Assistant to the Head of School**

The Executive Assistant to the Head of School plays a crucial role in the efficient and effective management of the organization. This position demands high professionalism, organizational skills, discretion, and the ability to handle confidential information with utmost integrity. The Executive Assistant acts as a bridge between the Head of School, trustees, staff, faculty, parents, and the community, ensuring seamless communication and coordination.

#### **Responsibilities:**

- Demonstrate a love for God and His children.
- Demonstrate a relentless commitment to the unique mission of New Hope Christian Academy.
- Schedule and coordinate appointments, meetings, and events for the Head of School; Manage the school master calendar and the Head's calendar to ensure optimal time management and prioritize conflicting needs.
- Serve as the primary point of contact for internal and external stakeholders seeking to communicate with the Head of School.
- Draft and proofread correspondence, memos, reports, and presentations for the Head of School.
- Prepare agendas and materials for meetings attended by the Head of School.
- Take minutes during meetings and distribute them to relevant parties promptly.
- Handle travel arrangements, accommodations, and itineraries for the Head of School.
- Manage expense reports and reimbursements.
- Manage organized filing systems, both electronic and physical.
- Build positive relationships with trustees, staff, faculty, parents, students, and community members.
- Coordinate community outreach initiatives and events on behalf of the Head of School.
- Assist in planning and executing special projects and initiatives as assigned by the Head of School.
- Monitor project timelines and deliverables to ensure timely completion.
- Handle confidential information with discretion and always maintain strict confidentiality.
- Perform other duties as assigned by the Head of School.

#### **Minimum Qualifications and Attributes:**

- Professing Christian who has a personal relationship with Jesus Christ.
- Proficiency in Microsoft Office Suite, Google Workspace, and student information software programs.
- Associate degree or higher and at least three years of executive support experience, preferably in an education, government, or business setting.
- Successful candidates are energetic, high performers who exude joy and have initiative, flexibility, dependability, and the ability to work productively within a team environment.
- Outstanding interpersonal skills and the ability to build relationships.
- Careful attention to accuracy and detail.
- Professional and personal integrity with the ability to maintain confidentiality and exercise independent judgment.
- Availability for occasional weekends and evenings.
- Ability to maintain composure and professionalism in high-pressure situations.

To apply, please send a resume and cover letter to [hr@newhopememphis.org](mailto:hr@newhopememphis.org) and complete the staff application on the school's website or click the following link: [Staff Application](#)