

## Job Description

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### Position Title: Administrative Assistant to the Superintendent

#### Purpose of Position

The Administrative Assistant to the Superintendent is responsible for fulfilling the mission of Des Moines Christian School by assisting the Superintendent with various administrative tasks, schedule management, responding to routine requests and providing support for donor meetings and fundraising events.

#### Position: *(Estimated start date for this position is 8/1/17)*

- Full-time, 40 hours per week school year, 20-25 hours per week summer
- Calendar Year
- Hourly, At-will employee

**Reports To:** Superintendent  
**Evaluated By:** Superintendent  
**Direct Reports:** None  
**Salary Scale:** Office Assistant

#### Qualifications:

- BA/BS and/or experience in administrative support, preferred.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

#### Professional Profile:

- Committed to the mission of DMCS.
- Possesses excellent organizational skills and work ethic.
- Ability to manage multiple projects and deadlines.
- Characterized by integrity.
- Maintains confidentiality.
- Maintains a high level of attendance and is punctual.
- Demonstrates excellence in communication, writing, and interpersonal skills.

#### Responsibilities:

##### Communication and Correspondence

- Serves as the Welcome Desk for parents and visitors in the Central Office.
- Manages all school events on the DMCS online calendar.

- Disburses Central Office mail/packages.
- Answers primary phone number for school and connects callers to the correct person/department.
- Prepares board and committee packet materials.
- Prepares thank you letters and other correspondence.
- Coordinates various mailings coordinating with other departments as needed.
- Takes and prepares meeting minutes.
- Assists the superintendent in public relations and marketing opportunities coordinating with the Marketing Manager as needed.
- Performs all other duties as assigned.

#### **Schedule Management**

- Manages Superintendent's calendar to schedule meetings with various association members, committees, donors and the board.
- Coordinates travel arrangements.
- Assists with meeting preparation, materials, agenda, and coordinates catering.

#### **Internal Event Coordination**

- Assists with various all employee and school wide events.
  - Planning, scheduling, coordinating catering, event setup and other tasks associated with running the event.

#### **Fundraising Support**

- Provides support for Capital Campaign and Annual Fund efforts.
- Uses donor database to conduct research and provide reports.
- Partners to assist the Development Manager with the planning and execution of fundraising events.

#### **Accreditation and State Reporting**

- Reports certified enrollment to the State of Iowa.
- Annual accreditation reporting to ACSI.
- Assists with full accreditation renewal process.

*Revised 5/2017*