

## Job Description

---

### Position Title: Administrative Assistant to the Superintendent

#### Purpose of Position

The Administrative Assistant to the Superintendent provides consistent, professional, and confidential administrative support to the Superintendent. The Administrative Assistant takes initiative to make the work of the Superintendent more efficient, allowing the Superintendent to focus on strategic priorities.

#### Position:

- Full-time, 40 hours per week
- Calendar Year
- Hourly, At-will employee

**Reports To:** Superintendent

**Evaluated By:** Superintendent

**Direct Reports:** None

#### Qualifications:

- Bachelor's degree preferred.
- Experience in administrative support preferred.
- Working knowledge of Microsoft Office, G-Suite, email marketing platforms, and databases.
- 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 their personal relationship with Jesus Christ.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized by integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Manifests effective verbal and written communication and customer service skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments and with volunteers.
- Demonstrated ability to manage multiple projects and deadlines.
- Knowledge of and appreciation of philanthropy.

#### Responsibilities:

##### Superintendent Support

- Manages Superintendent's calendar and initiates and schedules meetings with various association members, committees, donors, and the board.
- Assists with meeting preparation, materials, agenda, and coordinates catering.

- Creates and edits various correspondence, emails, articles, and presentations.
- Greets all visitors and makes them feel welcome, communicating in a positive, professional manner in all interactions.
- Serves as administrator for DMCS online calendar and coordinates access and training for other administrative staff.
- Answers primary phone number for school and connects callers to the correct person/department.
- Coordinates various all-employee and school-wide events.
- Coordinates travel arrangements.
- Manages submission of invoices and purchase orders.
- Assists with annual accreditation and membership activities.
- Engages in ongoing professional development opportunities to learn new skills or improve current skills.
- Performs all other duties as assigned.

#### **Board of Directors Support**

- Interfaces with and provides support for the Board of Directors.
- Sends out Board meeting reminders, agendas, minutes, special mailings, and other necessary Board documents.
- Attends monthly board meetings and takes meeting minutes.
- Maintains contact information for all Board members and Board Committee members.
- Prepares Board Orientation binders and coordinates orientation schedule.

#### **Advancement Support**

- Provides all necessary administrative support for Superintendent for Major Gifts, Annual Fund, Capital Campaign, and Foundation.
- Uses donor database to conduct research and provide reports.
- Partners with the Advancement team with the planning and execution of fundraising events.
- Assists the Superintendent in public relations and marketing opportunities coordinating with the Director of Marketing & Communications as needed.