



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Executive Assistant to the President

Appointment: Full-Time

Contract Period: 12 Months

Reports to: President

Job Summary:

The Executive Assistant (EA) provides support enabling the President to be effective, efficient, and informed, while maintaining visionary and relational leadership of the school. This person will interact with the Leadership team, Trustees, Educators, Alumni, Parents, and Students, requiring a pleasant and welcoming demeanor, professional judgment, discretion, diplomacy, and above all, complete confidentiality within the faculty/staff and larger school community. The Executive Assistant will provide administrative support, data analysis, and other duties to ensure smooth operations and good working relationships and will be expected to maintain absolute professionalism, wisdom, and confidentiality.

Essential Duties and Responsibilities:

- Represent the President's Office using excellent written and oral communication skills through various messaging often involving independent judgment, initiative, and discretion.
- Maintain relationships with all departments throughout the school.
- Coordinate President's calendar, travel, and professional development.
- Establish systems to ensure the President is provided with the necessary background information and briefing materials for meetings, events, and speaking engagements.
- Research, organize, prepare, and present information in a clear and concise manner.
- Provide administrative support to the Board of Trustees, including correspondence, agendas, minutes, and all logistics for meetings, retreats, and events.
- Comfortable with data reporting, management, and analysis. Must have the ability to create spreadsheets and charts to have data help tell a story.
- Other duties as assigned. Occasional night and weekend hours will be required based on the school calendar of events.

DESIRED QUALIFICATIONS

- Bachelor's degree or the equivalent with administrative support experience, preferably with some experience in an executive office.
- Commitment to working in and fostering an inclusive community.
- Excellent interpersonal and relationship-building skills. Proven success at working collaboratively and effectively within a team.
- Aptitude for framing problems as opportunities. Excellent organizational and problem-solving skills; ability to follow through and close loops.
- Strong proficiency in Google environment as well as Microsoft Word, Excel, and other Database programs.
- Ability to handle confidential information and act with discretion.
- Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team. Excellent writing, editing, and proofreading skills.
- Flexibility, energy, a sense of humor, and the highest moral and ethical values.
- A sincere commitment to the school's mission and the willingness to be a visible, enthusiastic brand ambassador. Passion for what is good for children and families.

I am looking for an energetic, people-oriented collaborator who wants to join our caring and diverse community as we build a prestigious educational program. Our team of dedicated, professional educators are ready and capable of creating the school we envision. Data will guide us. We will face challenges together. Ultimately, you will find great reward in working with an experienced team to prepare our students for their future. We are already doing so many great things. Together, we will take our school to new heights. You must be confident in change and the work required to have our school realize its potential. You must view student development holistically as we form leaders and changemakers prepared to live a life of service aligned with the Dominican pillars of Study, Prayer, Community, and Service. I look forward to getting to know you.

President Tom Hood

Competitive compensation and a full benefits package are available.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

To apply, interested candidates should email a completed application and their credentials (cover letter, resume, and a list of references) to, thood@saa-sds.org. The position will remain open until filled.

St. Agnes Academy-St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive faith-filled environment.