



Gonzaga College High School Position Description

DATE: March 18, 2021

TITLE: President's Office Executive Assistant

Gonzaga College High School invites applicants for a full-time Executive Assistant to the President. Located in Washington, DC and founded in 1821, Gonzaga is a Jesuit, Catholic college preparatory school for young men in grades 9-12. We offer a values-oriented and academically challenging curriculum to students of diverse backgrounds from all over the Washington area.

FUNCTION: The President's Office Executive Assistant will be responsible for managing the daily operations of the President's Office and assisting the new President in carrying out his duties as head of school.

DUTIES INCLUDE:

- Proactively organize and strategically manage the daily calendar of the President, helping to balance task prioritization, relationship management, travel and other demands on his time.
- Serve as primary point of contact for direct reports to the President – arranging individual and standing meetings; coordinating meeting agendas, materials and participants; tracking follow-up, etc.
- Serve as primary point of contact for the President's Office with the Board of Trustees – scheduling full Board and Committee meetings; distributing materials and agendas; keeping Board minutes; and managing Board rosters, outreach and communications.
- Manage both incoming and outgoing correspondence from the President's Office – managing mail and correspondence; proofing email, letters and memos, etc.
- Answer and direct all phone calls and visitors to the office, providing general support to visitors to the President's Office / School.
- Support a fluid and effective relationship between the President's Office and the school's Development Office – facilitating donor stewardship and solicitation by the President; arranging the President's travel schedule and

- appointments; supporting his participation in school events; and ensuring timely external relations with key friends and supporters of the school.
- Work in coordination with the school's events team to organize internal and external events hosted by the Office of the President, coordinating event planning, logistics and execution.
 - Serve as a primary liaison for the President and groups within the school, including student and faculty groups, parent organizations, the Gonzaga Alumni Association, and others to ensure effective communication and relations with these key stakeholders.
 - Manage the President's active involvement in outside organizations essential to the role, such as external Boards, membership organizations, etc.
 - Provide occasional administrative support to the Chief Operating Officer and other key direct reports to the President in their roles supporting the Office of the President.

QUALIFICATIONS INCLUDE:

- Experience fostering a highly efficient working environment for a C-level executive in school, non-profit, or for-profit sector.
- Minimum of a Bachelor's degree in Management, English or a related field OR a combination of education and professional experience equivalent to the same.
- Strong organizational skills, with the ability to juggle and prioritize multiple tasks in a fast-paced environment. Excellent time management skills and the ability to prioritize work.
- Excellent interpersonal, written and verbal communication skills, combined with a customer service mentality, positive demeanor, and sense of humor.
- Knowledge of office management systems, procedures, and equipment, such as printers/scanners, fax machines, postage machines, etc.
- High level of proficiency in MS Office (Word, Excel, Powerpoint, etc.), Google Apps (Mail, Calendar, Drive, Docs, Sheets, etc.), virtual meeting and scheduling platforms (Zoom, Google Meet, Doodle, etc). Experience utilizing relationship management software (such as Salesforce, Blackbaud Raiser's Edge, etc) a significant plus.
- Significant attention to detail and problem solving skills, and ability to hold confidential information in strict confidence.

ADDITIONAL DETAILS:

In 2020 the Gonzaga Board of Trustees announced the appointment of Rev. Joseph E. Lingan, S.J. to be the School's next President. More on Fr. Lingan can be found here: www.gonzaga.org/about/new-president-announcement. Fr. Lingan will commence his responsibilities in early summer of 2021, with his new Executive Assistant ideally starting around or before the same time period.

A resume and cover letter are a required part of the application process. Cover letters should highlight relevant experience and particular areas of expertise. Please submit all materials to jobs@gonzaga.org and indicate in the subject field the position for which you are applying. Applications will be considered on a rolling basis until the position is filled.

Gonzaga College High School is committed to leadership in multicultural education and a culturally diverse faculty and staff. The school therefore seeks applications from candidates who will contribute to an atmosphere in which all are valued and supported. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or any other characteristic protected by law.