



# CRISTO REY JESUIT

## SEATTLE HIGH SCHOOL

### **Executive Assistant to the President**

#### **ABOUT CRJS**

The Cristo Rey Network of high schools delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources, uniquely integrating rigorous academic curricula with four years of professional work experience and support to and through college. We partner with educators, businesses, and communities to enable students to fulfill their aspirations for a lifetime of success.

#### **OUR STORY**

CRJS is a part of the largest network of high schools in the United States exclusively serving students of limited economic resources, and a proud member of the Jesuit Schools Network. CRJS is committed to building and sustaining an inclusive and equitable work environment. We believe diversity benefits and enriches the development of all, and we value the cultural diversity of our team.

If you are passionate about creating opportunities for students who would otherwise not have access to a high-quality college-preparatory Jesuit education - combined with professional work experience - and you are eager to use your skills and experience to create a faculty, student body, and school culture from the ground up, then this is the job for you. CRJS will welcome our first class of 9th grade students in the fall of 2024 and will add an additional grade level each year until we reach full enrollment.

#### **WHAT YOU'RE GOOD AT**

You are motivated by the mission and vision of CRJS.

You can sift through and prioritize requests with confidence.

You have experience navigating sensitive situations.

You are a team player with the ability to foster relationships with a variety of stakeholders.

You have impeccable attention to detail and follow-through.

You have strong writing skills.

You maintain a high level of confidentiality and discretion.

You are technology savvy.

## WHAT YOU CAN EXPECT

**Position:** Executive Assistant

**Reports to:** President

**Job Classification:** Full time, 12-month exempt

**Salary:** \$67,000 to 73,000

- Manages President's calendar and email flow.
- Provides clerical support and event and materials planning, including for CRJS Board of Directors.
- Prepares meeting agendas, memos, letters, expense reports and other documents.
- Coordinates Administrative Team meeting calendar.
- Maintains files and assists with budget-related documents.
- Ensures communication with Jesuit Schools Network (JSN), Cristo Rey Network (CRN), Archdiocese, and State of Washington
- Supports database for Corporate Work Study program and Advancement office.
- Manages office supplies, academic materials, vendor visits and certain contracts.
- Coordinates volunteer sign-ups and events.
- Posts open positions, screen resumes, coordinates interviews and reference checks.
- Other duties as assigned.

## BENEFITS

As an employee with Cristo Rey Jesuit Seattle, you will enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, voluntary supplemental life and disability coverages, and paid time off.

## HOW TO APPLY

All qualified applicants with a passion for Cristo Rey's mission are encouraged to apply by September 8, 2023. If we receive a number of qualified applicants before September 8, we may begin the interview process earlier.

Please upload the following documents [HERE](#)

- Résumé, including educational and work experience, and LinkedIn profile if you have one.
- Cover Letter (not longer than one page) articulating your interest in this role.
- References: include the names and contact information of three professional references

## EOE

Cristo Rey Jesuit Seattle High School encourages applicants from a wide range of experiences and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. Cristo Rey Jesuit will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, religion, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.