



Position Available: Administrative Associate

Reporting to the President and the Principal, the Administrative Associate is responsible for administrative support of the offices of the President and Principal. This position is a full-time role. The detailed responsibilities are as follows:

KEY RESPONSIBILITIES

President's Office Responsibilities

Board of Trustees

- Serve as Recording Secretary of the Trustees, and work closely with Board Chair, Vice Chair, and the President on matters pertaining to the role.
- Duties include but are not limited to activities such as calendaring, communications, and recording minutes at meetings.

Executive Assistant Functions

- Responsible for internal/external written documents and correspondences from the President on an as needed basis. This includes, but is not limited to letters of recommendations, materials for internal use, donor correspondences, email responses, manual updating, editing, creation of correspondences, and ongoing support as needed.
- Provide President with administrative assistance (filing, daily mail coordination, office organization, calendaring, travel itineraries, correspondence, special projects, candidate scheduling, producing meeting agendas, etc.).
- Assist in preparing reports for internal and external stakeholders.
- Responsible for all minutes at President's Councils meetings.

School Events & Benefactor Relations

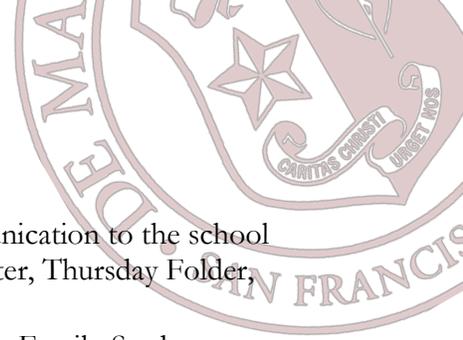
- In collaboration with the Development Office and/or the Principal's Office, coordinate and implement receptions related to school programs like Graduation, and special staff gatherings such as: external partner gatherings, Annual Scholarship Benefit, Open House, Trivioke, staff celebratory receptions, and holiday events.
- Organize and provide supplies, administrative support, and hospitality for meetings such as quarterly meetings of the Board of Trustees and the President's Finance and Development Councils, and ongoing donor/community outreach meetings. Organize annual staff parties and celebrations.
- Ongoing support such as: meeting scheduling and organization, agendas for school visits and correspondences with guests, donor recognition, gift purchasing and preparing, event attendance and conference registration for administrators, teachers and staff, creation of staff surveys on an ongoing basis.
- Student thank you card creation and oversight.
- Collaborate with Development Office in preparing for and overseeing logistics of donor community building experiences on campus.
- Assist in the preparation for the Annual Scholarship Benefit as needed.

Principal's Office Responsibilities

Administrative Support

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- Coordinate, prepare, and disseminate all materials for mailings/communication to the school community on behalf of the Administrative Team (including e-newsletter, Thursday Folder, permission slips, reminders, etc.)
- Schedule family appointments for the Administrative Team; Coordinate Family-Student-Teacher conferences
- Assist the Principal in oversight of school calendar (internal and external calendars).
- Provide administrative support to members of the Administrative team; English to Spanish and Spanish to English translation for written communications and meetings.
- Assist in preparing reports for internal and external stakeholders.
- Manage petty cash, including collecting of receipts and dispersing of money and preparing a monthly itemized list of spending

Admissions and School Enrollment Support

- Work with the Principal and Administrative Team to ensure an organized, effective Admissions effort, including creation of timeline, outreach, communications, marketing, and data management.
- Set up TADS Admissions Application & Enrollment process in collaboration with Director of Student & Family Services
- Administer various aspects of admissions process in collaboration with Administrative Team; including collection and tracking of all relevant information materials scheduling of meetings, testing and interviews; mailing of decision letters, and registration process.
- Collaborate with Director of Finance in the execution of financial aid applications and processing.
- Provide customer service and support to prospective families during the application process.
- Assist the Finance Director with record keeping of student and family fees and payments.

Other Responsibilities

- Familiarity with the De La Salle Christian Brothers and Daughters of Charity;
- Participation in Development Office, Alumni and school-wide activities as requested;
- Attendance at workshops and conferences for professional growth;
- Collaboration with the Student Service Center staff to coordinate school-side needs such as: ordering office and teaching supplies and updating Emergency Bags.
- Completion of other tasks as assigned by the President or Principal.

Required Qualifications:

- This is a full-time, exempt position.
- Proficient in Microsoft 365 products, and Google Suite
- Requires some long hours working at the computer
- Some evening and weekend responsibilities
- Ability to lift 30 pounds

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ABOUT US:

MISSION AND VISION

Inspired by the Daughters of Charity and De La Salle Christian Brothers, De Marillac Academy provides a life-changing, accessible Catholic educational experience for the underserved children, youth and families of the Tenderloin and surrounding communities.

At De Marillac Academy, we believe that a neighborhood of residence and socioeconomic status should not determine a child's access to quality education or ultimate success in life. De Marillac Academy's holistic educational experience liberates students to lead lives of choice, meaning, and purpose, breaking the cycle of poverty through education, and transforming the Tenderloin and beyond.

THE SCHOOL

De Marillac Academy is an independent Lasallian Vincentian Catholic elementary school, serving grades 4-8, located in the Tenderloin neighborhood of San Francisco. De Marillac Academy provides a values-based, academically rigorous, tuition-free education to low-income students from all faith and cultural backgrounds. De Marillac Academy opened in 2001 as an independent, Lasallian Vincentian Catholic school with a class of nineteen sixth graders. Today De Marillac serves 119 fourth through eighth grade students, 254 alumni through the Graduate Support Program, and 220 school families through our unique wrap around clinical and family support program. All students attend De Marillac on a full annual scholarship.

Application Procedure: Please email a cover letter, resume, and three professional references (including email and telephone contact information for each reference) to President Theresa Flynn Houghton at hr@demarillac.org.