



## **Executive Assistant to Head of School**

### **School Introduction**

Flintridge Prep is a nationally recognized nonsectarian coed school for students in grades 7 through 12. We're an aspirational and caring community united around a collaborative culture of kindness, humor and professional commitment to students, faculty and staff. Located in the city of La Cañada Flintridge, CA, Prep enjoys the best of two worlds: a tree-covered suburban campus with easy access to Pasadena and all the greater Los Angeles area has to offer. The campus is very close to the Jet Propulsion Laboratory and the Rose Bowl and is an easy drive to Downtown LA. Most employees live in the surrounding neighborhoods within a 15-minute drive of campus, including La Cañada Flintridge, Pasadena, Altadena, Eagle Rock, Montrose, and La Crescenta.

### **Job Summary**

The Executive Assistant to the Head of School will provide key administrative support to the Head of School, members of the Leadership Team, and the Board of Trustees. The Executive Assistant is integral to the overall success of the School, helping to coordinate its efforts under the direction of the Head of School while serving both the School's mission and the Board of Trustees. The successful candidate will be an enthusiastic team member who is organized, has high attention to detail, acts with the utmost discretion and confidentiality, and has a positive attitude and a resourceful nature that results in the successful completion of a wide variety of tasks. Serving as a reliable source of administrative and executive support for the Head, their trusted and high-functioning relationship is an essential asset to the School's success. This position reports to the incoming Head of School, Jim Pickett.

### **Essential Duties and Responsibilities**

- Maintain the highest degree of confidentiality, discretion, diplomacy, and professionalism in all interactions
- Responsible for setting and maintaining standard office procedures that support the Head and other Leadership Team members as directed by the Head, and maintain the functioning of the Head's office with accuracy and precision
- Anticipate and successfully meet the needs of the Head to ensure they can effectively and efficiently meet responsibilities (e.g., manage and maintain calendar/scheduling, email, and written correspondence; create reports and presentations; compile data; manage all conference and travel arrangements; etc.)
- Maintain files of matters in progress and follow up to ensure actions are completed in a timely manner for the Head and others as directed
- Ensure that complete and timely information is available to the Head regarding all ongoing matters
- Manage workflow for reimbursement, accounting, and budget allocation coding for Head of School accounts



## FLINTRIDGE PREPARATORY SCHOOL

*Peter H. Bachmann, Headmaster since 1991*

- Act as a liaison between the Board of Trustees and administration/operations and prepare all materials for Board meetings
- Attend and take minutes for all Board and Executive Committee meetings, maintain all Board documentation, and maintain calendar and online portal for Board members

### **Qualifications and Experience**

Applicants for this position should possess the following qualifications and expertise:

- A minimum of a bachelor's degree
- At least three years of competency in a dynamic, highly energetic environment
- Demonstrated ability to learn quickly and willingness to take direction and to collaborate with others
- Excellent written and oral communication skills
- Strong interpersonal skills that bring value to the School and the School's relationships with colleagues, students, parents, trustees, and others
- Commitment to excellence and best practices
- Proficiency with Microsoft Office 365, and willingness to be trained on new technology
- Superb attention to detail, excellent organizational skills, and outstanding ability to multitask
- Ability to work independently and as part of a team
- Interest in and ability to problem-solve and think creatively
- Demonstrated ability to take initiative and be flexible when executing short- and long-term responsibilities
- Experience with, or understanding of, the culture of independent schools
- Ability to pass state and federal fingerprinting and background check and provide a recent negative TB test
- Notary public a plus

The position is 12 months and non-exempt. It requires occasional weekend and evening work as well as limited local travel.

### **For Consideration**

While this position officially takes effect for the 2020-2021 school year beginning on July 1, the start date is flexible. Flintridge Prep offers paid vacation and sick days and a highly competitive health insurance package, including medical, dental, vision, and long-term care, as well as a retirement plan. Interested parties are invited to provide resume and cover letter to the attention of Kim Kinder, [kkinder@flintridgeprep.org](mailto:kkinder@flintridgeprep.org). Compensation is commensurate with experience.