



Job Title: Full-time Executive Assistant to the Principals

Status: Full-time position for the 2021-2022 school year
Hours Needed: Monday through Friday from 7:30am-4:00pm

Prepared by/Date: JD Zubia / July 2021

Position Summary

Palmetto Christian Academy is seeking a Full-time Executive Assistant to the Principals for the 2021-22 school year; the candidate will have completed at least an Associates' degree and have 1-2 years of experience in an administrative support role. The preferred candidate will possess a Bachelor's degree and have 3 years or more experience in an administrative support role.

Primary Responsibilities Include:

- Managing schedules, making phone calls, and sustaining the work flow of two Administrators.
- Attending to the needs of faculty and staff with a servant heart and gracious attitude.
- Managing the purchase, disbursement, and storing of textbooks.
- Managing the purchase of teacher supplies and equipment.
- Managing the school calendar through input from Administration.
- Managing faculty applications for K-12 candidates, including tracking and scheduling of interviews.
- Coordinating the teacher in-service week schedule.
- Coordinating events on campus through the use of our online scheduling program and collaborating with ECBC facilities personnel.

Essential Skills:

- Spiritual and emotional maturity.
- Excellent oral and written communication skills.
- Excellent time management and organizational skills.
- Strong work ethic, ability to meet deadlines, good problem solver.
- Able to manage work-flow and anticipate the needs of the Principals.
- Proficient in the use of MS Office Suite and Google documents.
- Committed to the values and mission of the school and able to promote those to staff and families in a professional manner.

Candidates must be in agreement with the PCA Statement of Beliefs which can be found [HERE](#) and must demonstrate a strong, personal relationship with Jesus Christ.

Please direct your questions or resume to Jen Fort, at jfort@palmettochristianacademy.org.

Organizational Status

This position reports to the Lower and Upper School Principals.

If you are interested in this opportunity and meet the qualifications above, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.