



ALABAMA CHRISTIAN ACADEMY
Thrive in wisdom. Serve in spirit.

OFFICE MANAGER AND ADMINISTRATIVE ASSISTANT TO HEAD OF SCHOOL

The role of this position is to coordinate central office functions supporting ACA's Head of School, Associate Head of School, Business Office, and other administrators.

This position requires significant expertise in event management, scheduling, communication, publications, and teamwork as it serves to support ACA's programs and highlight ACA's accomplishments.

Duties to be determined by experience and education will include, but are not limited to:

- Office Management – Provide for the support of general administrative functions including supply ordering and vendor management.
- Scheduling – Partner with the Head of School and other administrators to schedule meetings and prepare for meetings.
- Event Management - Serve as event coordinator or support personnel for ACA's signature events including SOAR Day, Graduation, Homecoming, Awards Day, Open House, and Grandparents' Day.
- Communication - Present research data, generate creative ideas, write copy, quickly facilitate communication between needed individuals, and respond to general inquiries.
- Mailings - Facilitates mail outs including maintaining up to date mailing lists.
- Human Resources – Coordinate with other ACA offices to support new employee hiring, payroll, and exit interview functions.
- Auxiliary Functions - Serves as a member of the Admissions team, Advancement team, the Alumni Association support team, provides significant support to the Athletics Department, and is frequently asked to collaborate with members of the Senior Leadership Team.
- Advancement – Provide collaboration and oversight for advancement services including ACA's donor database and donor-related documentation.
- Budget - Collaborate with Assoc. Head of School to build overall Office Management budget and long-range planning for school operating goals.
- Evaluation and assessment - Provide regular reports to the Senior Leadership Team related to ACA's needs, including recommendations regarding areas of growth.
- Customer service - Ensure an excellent customer service experience for students, parents, faculty, and staff.
- Other duties as assigned.

Key attributes of a successful candidate will include:

- Experience in work environments successfully maintaining confidentiality.
- Networking and problem-solving.
- A demonstrated passion for ACA and Kingdom education.
- Being people-oriented and demonstrating the ability to work well with a variety of personalities.
- Possessing a positive outlook and capable of projecting a positive image of ACA and its programs.
- Being organized and able to coordinate multiple tasks simultaneously.
- Creativity.
- An excellent teammate for other administrators and for our faculty colleagues.
- Possessing a related degree and/or background experience in problem-solving, communications, and event management.

Term of position:

10, 11, or 12 months (based upon skill set and preferences of desired candidate)

Reports to:

Head of School