

## Job Description – Executive Assistant

Last revised: August 2017

Centennial is an independent, English and French language, secondary school and Pre-University College that strives to empower young people to conquer the challenges of learning. We provide a supportive and inclusive environment in which students can learn, progress and succeed. We help students with learning challenges become autonomous, resilient, life-long learners.

We are early adopters of the Universal Design for Learning (UDL), a scientifically-driven educational framework that addresses the main barrier to learning: an inflexible, one-size-fits-all approach to teaching. UDL reaches all types of learners, by providing multiple means of representation, expression and engagement. As firm believers in UDL, we aim to be academically and socially inclusive and strive to make learning both accessible and meaningful.

At Centennial the teachers are working collaboratively, in alignment with the mission, and are part of the problem solving team in a routine and predictable environment to ensure students develop successful learning behaviors. Centennial employees share the following common skills: team oriented, flexible, lifelong learners, personally balanced and transparent communicators.

### **Mandate:**

Reporting to the Assistant-Head of School – Finances and Administration, the Executive Assistant provides full administrative support to the Head of School and the two Assistant-Head of School. This individual has the ability to demonstrate a standard of excellence, enjoys challenges, and is results-driven. The incumbent must also be highly motivated and demonstrate the ability to use his/her own initiative and manage time effectively.

- **Meeting Coordination:** Serves as liaison between the executive team, employees and external partners. Coordinates, takes minutes; transcribes notes and distributes same from Board of Directors, Committees and school Management Meetings.
- **Time and Calendar Management:** Establishes a systematic method for self and others to track time commitments and the completion of tasks based on clients' preferences. Independently manages multiple calendars by scheduling appointments, anticipating needs, changes and rearranging meetings as appropriate.
- **Event Management:** Researches markets to identify opportunities for school and fundraising events; serves as liaison between stakeholders to identify needs including identifying and securing speakers and/or special guests, budgets, timelines and logistics.
- **Customer Service:** Serves as a point of contact for all general inquiries to the school and fundraising efforts; including but not limited to prospective families calls, current family

inquiries, employment inquiries, new development inquiries, donors, consultants and third party vendors.

### **Duties Include:**

- Providing administrative support to the Head of School and the two Assistant-Head of School, including but not limited to
  - Managing calendar and commitments
  - Booking air and ground travel
  - Reconciling office and travel expenses
  - Managing and ordering internal catering
- Responsible of the school committees scheduling, agenda and minutes
- Assisting in the marketing and enrolment tasks
- Receiving and interacting with potential specialists, donors or parents
- Actively participating to the capital campaign related tasks and duties
- Writing various letters or texts (thank you cards, special invitations, memos, etc.) for families, employees, partners, etc.
- This job description will be subject to yearly review to adjust to the school needs.

## **Key Competencies for Job Success**

### **Communicator:**

Is an active communicator among staff, school administration and the community.  
Demonstrates empathy when communicating with parents.

### **Conflict Resolution:**

Manage and address conflict that may arise from time to time with staff.

### **Collaborative:**

Is collaborative to plan and resolves matters to grow and develop enrollment and fundraising activities.

### **Team Player:**

Is a member of the administration team and actively participates in developing strategy, monitoring results, and resolving issues faced by the organization. Shares information that will help everyone interacting with all stakeholders while maintaining the level of confidentiality required by the situation.

### **Structured:**

Is organized and procedural in dealing with matters from various departments and various timelines.

**Other skills required :**

BAC plus a minimum of 5 years of relevant, practical experience, or an equivalent combination of education and experience

Fluency in English and French (excellent spelling and grammar skills).

Computer experience in Microsoft Office and familiarity with computer databases

Superior interpersonal, organizational and communication skills with a variety of constituents

Ability to coordinate multiple tasks, short and long-term, simultaneously

Ability to work autonomously and concentrate in a constantly changing environment

Possess sound reasoning, a high degree of judgment and initiative

Maintain strict confidentiality and display a professional demeanor

Ability to manage time effectively and meet numerous deadlines

