



CREAN LUTHERAN HIGH SCHOOL

Proclaiming Jesus Christ through Excellence in Education

MINISTRY DESCRIPTION: Executive Assistant

Scripturally Grounded & Defined

- **Heart for Jesus Christ:** *For I resolved to know nothing while I was with you except Jesus Christ and him crucified.* I Corinthians 2:2
- **Personal Character:** *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech...* Titus 2:7-8
- **Passion for Excellence Worthy of Christ:** *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Colossians 3:23-24

Position Summary

- Name of Position Executive Assistant
- Resume Required Yes
- Position Location Irvine, CA
- Employment Type Part Time; 8:30 a.m. - 1:00 p.m., M-F; Days coincide with [academic calendar](#)
Flexible summer schedule to include 4 weeks from mid-June to 2nd week of August
- Minimum Education Bachelor's degree, preferred
- Experience 3-4 years minimum
- Travel Minimal
- Starting Pay Hourly - \$17.62 p /hour
- Preferred Start Date By August 1, 2017

About the Ministry: Crean Lutheran High School is regarded as one of the top Lutheran high schools in the United States and one of the best private high schools in Orange County, CA. Founded 2007, CLHS is the fastest starting Lutheran High School in the history of the Lutheran Church, with a projected enrollment of 800 students in the Fall of 2016. The school's permanent location is on 30 acres of prime real estate in Irvine, California, with a total campus build-out cost of approximately \$90,000,000, www.clhs.org.

Position Summary:

The Executive Assistant serves as an important communicator, organizer, facilitator and ambassador on behalf of the Office of the Executive Director, Administration. This individual is responsible for drafting key correspondence, professionally interfacing with a range of constituencies, and effectively and efficiently managing a range of administrative tasks in a dynamic environment.

Key Experience & Skills:

The successful and fulfilled person in this role is one who has a heart to serve the Lord as a highly-trained communications professional. Specifically, this position is ideally suited for a joyful individual who is highly organized, demonstrates impeccable interpersonal and writing skills, brings an "owner's mentality"

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to the position, possesses a track record of successful work experience in the requested areas of responsibility, and works well as part of a team.

Responsibilities:

1. Communication Skills:

- Interpersonal Skills:
 - Clear evidence of a joyful and servant-oriented approach to working with students, parents, colleagues, Board members, and all others when working through inquiries, needs, and concerns.
 - Represent the ministry and Director in a professional, Christ-like manner when asked to communicate on the director's behalf either by phone, via e-mail, or in-person.
- Public Relations Skills:
 - As a representative of the Director's office, this individual must understand well and have experiencing exercising professional decorum and proper etiquette when interfacing with a variety of constituencies, including occasional public appearances.
- Writing & Proofreading Skills:
 - Organize and draft a variety of communications and reports (e.g. Orange County Lutheran Schools Association (OCLSA), faculty-staff reports, Board reports, etc.)
 - Proofread web-based and collateral materials for Director, External Relations team, and others on campus requiring proofreading.
 - Time permitting, work with Director on researching and writing grants.
 - Time permitting, assist school leadership with school projects.

2. Administrative Support:

- Calendar Support:
 - Serve as primary filter for organizing and scheduling the Director's calendar.
- Meeting Support:
 - Draft and distribute pre-meeting agendas and/or reports, take minutes, and distribute meeting minutes, as needed.
- Filing & Organization Support:
 - Assist the Director in filing documents, which are typically filed in e-folders on GoogleDrive.
- Donor-Gift Acknowledgement Coordination
 - Working closely with Executive Director and the school's Development Director, this task requires one to professionally and expediently process gifts and donations through school channels and also process gift acknowledgement correspondence. Click [here](#) for process.
- Hospitality Support:
 - Arrange for and execute hospitality for guests.
- Overall Campus Support:
 - Provide help, as needed, to further general ministry objectives.
- Business Office Support:

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- Prepare transaction request forms for approval and submittal to the Business Office for payment.
- Coordinate and communicate need for payments and collection of W9s for new vendors.

3. Meeting Correspondance, Preparation, Execution, and Follow Through:

- Draft invitations and track meeting RSVPs for a range of meetings including, but not limited to:
 - Board of Directors, Board Officers, Finance Committee, Design & Construction Team, External Relations Team, etc.
- Communicate with partners in ministry such as the Executive Director, Operations; Vice Principal, Instruction; Vice Principal, Student Services; Dean of Students, Director of eLearning, Facilities Director, International Department Director, External Relations staff, and reception staff to ensure meeting attendees are warmly received and well prepared.
- Serve as primary manager of the Board of Directors Canvas page, which includes keeping various Board documents and meeting pages updated.
- Following Board meetings, work with Office Manager to distribute the minutes.
- Arrange appropriate hospitality for individual and group meetings.

4. Overall Ministry Support:

- There are many members of the body of Christ at Crean Lutheran, and as one body, this position/individual always remains open to serve pressing and greater needs beyond this ministry description.

Computer Skills: Microsoft Word, Excel, and PowerPoint/Internet Explorer/Microsoft Outlook/Google Docs/ Gmail

Supervision: The Executive Assistant reports directly to the Executive Director, Administration.

Discipleship: This individual is a follower and disciple of Jesus Christ who agrees wholeheartedly with CLHS's Statement of Faith and agrees to subscribe to and abide by the CLHS Employee Policy Manual.