



## **The Academy Administrative Assistant**

### **Introduction**

Edmundite Missions has served the poorest of the poor since 1937 and continues to address the challenge of systemic poverty prevalent in Selma and in the Black Belt region of Alabama. We believe that each person is made in the image of God, imparting dignity to every person we serve. Our programs the most urgent needs of the community while also promoting the empowerment of people by achieving poverty eradication through educational and employment opportunities. We continually innovate to ensure both the short and long-term success of our fight against poverty.

We are looking for an individual with the passion and enthusiasm to join an exceptional team of compassionate and dedicated individuals who seek the greater good for all those we serve here in the Deep South. This is a full-time position. Compensation will be commensurate with experience. We offer excellent benefits including medical and dental insurance plan, vision plan, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, 401k plan with a generous 5% employer contribution, paid holidays, and paid time off (PTO) days.

### **Summary**

The Administrative Assistant reports to the Coordinator of The Academy, the academic and careers enhancement program of Edmundite Missions. The Administrative Assistant handles all registration and record keeping, manages the schedule of the Coordinator, and creates and maintains alumni and other parent and public outreach efforts and events.

### **Responsibilities**

#### ***Overall Administration, Selma and Mosses sites***

- Maintains and updates as needed all marketing and recruitment materials; supports the Coordinator in all marketing efforts
- Maintains all attendance records
- Maintains all records regarding the summer Experiential Learning employment program
- Maintains minutes of all faculty meetings and meetings with other program managers across the Missions involving The Academy activities
- Working with faculty, creates and maintains calendars of activities for academic schedules, field visit, and career speakers
- Works directly with the The Academy website manager to ensure that all information on the website is up to date and accurate; responds to or appropriately channels all inquiries received through the website
- Serves as primary point of contact for the Missions information system manager to solve any technology problems
- Liaises with the Facilities Maintenance manager to handle any infrastructure issues associated with physical space of The Academy
- Ensures availability of all needed materials and supplies



### ***Alumni Relationships***

- Develops a plan for, creates, and maintains an alumni organization for students matriculating from the program at the conclusion of 10<sup>th</sup> grade
- Plans and manages all alumni events
- Serves as the primary point of contact for alumni seeking additional tutoring or financial assistance for college applications in grades 11 and 12; brings these requests to the Coordinator for decision, and takes primary responsibility for subsequent action
- Continues direct outreach and communication with alumni as they enter freshman year of college; serves as direct point of contact for alumni in college requesting assistance from The Academy for continuing needs

### ***Parent and Family Relations***

- Plans and leads the execution of parent and family events
- Maintains constant contact with parents and guardians to identify needs and resolve problems
- Maintains records on parent, guardian, family communications
- Ensures that Catholic Social Ministries has all information needed for fulfillment of The Academy family requests for assistance

### ***Performance***

- Maintains all performance and quality data and systems
- With the Coordinator, writes the annual grant report to the Hilton Foundation

### **Characteristics**

- Entrepreneurial and energetic
- Unquestionably trustworthy and reliable
- Respect for the beliefs and values of the Roman Catholic faith
- Willing team member; able to work with a wide variety of management styles
- Flexible in job assignments; Able to multi-task as a regular part of work
- Excellent verbal and written communications skills

### **Requirements**

- Resident in Selma or surrounding community
- Minimum of BA
- Minimum 5 years of experience in administration, preferably in an educational setting, including responsibility for multiple programs
- Experience with performance metrics
- Some experience as teacher or assistant teacher in a classroom setting
- Demonstrated successful work/leadership with middle school and high school students
- Microsoft Office software mastery
- Fully vaccinated against Covid-19
- Willing to submit to background checks

Salary commensurate with qualifications. Salary range: \$30,000 - \$35,000

Submit resume via email to [hr@edmunditemissions.org](mailto:hr@edmunditemissions.org)