



Open Position

Title:	Executive Assistant	Supervises:	N/A
Reports to:	Head of School	FLSA Status:	Non-Exempt
When Needed:	2022 – 2023 Academic Year	FTE:	Full-Time, Year-Round

Seattle Waldorf School is seeking an organized individual to support the Head of School and Assistant Head of School with administrative support. We are looking for someone who can work effectively as part of a team and independently. We need a team player who understands best practices in administration, who is interested in collaboration and who is passionate about supporting school administration. We are looking for staff and faculty who share our belief that a culturally rich and inclusive school community provides students with the best possible environment for a quality education. Salary is competitive with independent schools. Seattle Waldorf School offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

Who We Are:

At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion, and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis, and creativity. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. **Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

Job Summary: Under general supervision, provides professional support to the Head of School, Assistant Head of School, and the Board of Trustees. This support includes acting as a coordinator for faculty and staff events, providing administrative support for the Head of School and Assistant Head of School, organizing Board events, supporting Business Office and Advancement duties when requested.

Specific Responsibilities:

- Assists in preparing Board schedules, calendars, and agendas.
- Takes minutes at board and board committee meetings, creates board and board committees' annual roster, calendars, and schedules, and arranges for Board meeting's location, meals and other.
- Provides administrative support for the Head of School, which includes coordinating appointments, meetings, events and schedule with the all-school calendar
- Writes and edits letters and other materials
- Coordinates meetings and programs as directed by the Head of School
- Completes ad hoc projects at the discretion of the Head
- Acts as coordinator for Human Resources responsibilities in the Business Office, including maintaining employee personnel files, assists in new employee onboarding processes and with agreement creation for returning faculty and staff. Assists in scheduling faculty and staff training.
- Supports events as requested by the Head of School (off-site and on-campus), including Back-to-School events, Grandparents Day, Admission Events, and Festivals
- Coordinates and support NWAIS and AWNSA activities and reports
- Assists in hiring process of new faculty/staff
- Assists in developing and producing curriculum guide and school schedules
- Assists Advancement team as requested with community events
- Manages vendors and purchase of goods for events
- Establishes and cultivates community relations by open dialogue with all the school's constituencies
- Actively participates in the full life of the school; engages in professional development through In-Service Days, Preview Days, Review Days, and conferences as determined in conversation with the Head of School

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

- Vigorously engages in their own professional development; is a life-long learner who enhances their skills, using state-of-the-art technologies to maintain high standards of performance
- Is familiar with and complies with all policies and regulations as put forth in the school's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities
- Performs other duties as assigned

Education & Experience:

- Bachelor's degree from a four-year college or university preferred*
- 1-3 years' experience working as an administrative assistant required
- Experience working in schools preferred
- Experience working in a Waldorf School environment preferred

**Candidates who do not have a required degree/certificate may be considered with a commitment to complete them within a specified length of time from start of employment.*

Required Knowledge, Skills & Abilities:

- Excellent written and verbal communication skills
- Ability to communicate effectively with all school constituencies
- Enthusiasm, flexibility, maturity, and a sense of humor
- Ability to keep information in the strictest of confidence
- Proficient at working in a Microsoft Windows 10 environment, using Office (version 2013 or higher); Google Suite,; ability to master common automated systems for record keeping, and confidently learn new technology
- Ability to talk on the phone
- Ability to lift up to 50 pounds with set-up for events
- Ability to travel locally – reliable transportation to run errands and coordinate events

Salary Range: \$45,000-\$55,000 per year, plus benefits

To Apply: Interested candidates should respond immediately by email to careers@seattlewaldorf.org with a letter of interest, resume, and [employment application](#), available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins please. www.seattlewaldorf.org