



SEATTLE NATIVITY SCHOOL

Nourishing Souls & Igniting Leaders for Love and Service

Position

Administrative Assistant

Seattle Nativity School

Seattle Nativity School is a Catholic, Jesuit-endorsed STEM (science, technology, engineering and math) middle school seeking to break the cycle of poverty through an education that nourishes souls and ignites leaders for love and service. The school opened its doors in September of 2013 to its first class of 6th graders. Now, Seattle Nativity School serves youth in 6th through 8th grade who qualify for free or reduced lunch, offering a challenging and supportive learning environment to motivate students of all faith backgrounds. We strive to graduate young men and women for others who are: religious, open to growth, committed to justice, intellectually competent, loving, and grateful.

When

May 2019

Location

Seattle Nativity School, 2800 S. Massachusetts Street, Seattle, WA 98144

Position Description

The Administrative Assistant's primary role is to provide overall administrative and project management support to the president and principal of Seattle Nativity School.

How to apply

Interested candidates should send their resume and cover letter to: Mr. Edward Nelson, Principal, enelson@seattlenativity.org.

Candidates of diverse backgrounds and identities are encouraged to apply.

Responsibilities

- Perform reception duties for the school's main office including: greeting and directing visitors, answering phones, addressing student inquiries.
- Organize and manage school communications with students, families, and community partners.
- Assist with attendance, absence and tardy tracking; enter information into a proprietary student information system; generate lists, rosters and reports as needed.
- Assist with student health as needed.
- Inventory, order, and distribute office and classroom supplies as needed.
- Assist in supervising students and perform related duties as assigned.
- Perform work-product in a variety software programs.
- Serve as a positive faith-based role model for students and families.

SEATTLE NATIVITY SCHOOL NOTICE OF NONDISCRIMINATORY POLICY

Seattle Nativity School admits students of any race, color, gender, creed, sexual orientation, religion, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the school. Seattle Nativity School does not discriminate on the basis of race, color, creed, gender, sexual orientation, religion, or national and ethnic origin in the administration of its admission policies, educational policies, hiring policies, scholarships, and other school-administered programs.

Recommended Qualifications

- Contemporary office practices, preferably in a public sector or K12 environment. Attendance and enrollment policies and procedures.
- Record keeping, filing, electronic document filing and retrieval.
- Operate a computer and a variety of contemporary office equipment.
- Develop and maintain working relationships with staff and parents or guardians.
- Perform basic office skills: math computation; written and verbal mastery of the English language including grammar, etc.; use proper telephone and e-mail etiquette; understand and follow verbal and written directions; meet schedules and timelines.
- Work collaboratively with others.
- Associate's or Bachelor's degree preferred.
- Practicing Catholic preferred.

Clearances and Training

Criminal Justice Fingerprint/Background Clearance as well as ongoing Safe-Environment Training with the Seattle Archdiocese.

Compensation

Competitive and commensurate with experience.

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