

Position Title: EXECUTIVE ASSISTANT TO THE PRESIDENT

Who We Are

Cristo Rey Orange County High School is located in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Cristo Rey Network schools employ an innovative Corporate Work Study Program that provides students with real world work experiences. In this unique model, every student works to fund the majority of the cost of his or her education while gaining job experience, growing in self-confidence, and realizing the relevance of this education. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and with other professional organizations.

Want to learn more about us? Visit our [website](#).

Position Summary

Cristo Rey Orange County High School is seeking a highly organized and efficient Executive Assistant to provide comprehensive administrative support to the President. The Executive Assistant will be responsible for coordinating meetings, handling correspondence, and maintaining confidential records. The ideal candidate will have excellent communication and interpersonal skills, strong attention to detail, as well as the ability to prioritize tasks and handle confidential information with discretion.

Primary Responsibilities

- Understand, embrace and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with students, parents, colleagues and administration.
- Provide high-level administrative support to the President and leadership team, including managing calendars, scheduling appointments, and coordinating travel.
- Prepare and edit correspondence, presentations, reports, and other documents as required.
- Handle incoming and outgoing communications, including phone calls, emails and mail, and ensures timely and appropriate responses.
- Coordinate and facilitate meetings, including preparing agendas, taking minutes and distributing follow-up actions.
- Maintain confidential files and records, exercising utmost discretion and professionalism in handling sensitive information.

- Assist with preparation and coordination of administrative team level meetings, board and board committee meetings, and events.
- Coordinate visits from outside guests to the school.
- Manage office supplies and assists business office with purchasing as needed.
- Serve as the school liaison with parish in scheduling usage of shared facilities.
- Anticipate the needs of the President and proactively provides support and assistance.
- Assist in special projects as assigned by the President.

Qualifications and Skills

- Bachelor's degree
- Proven experience as an executive assistant or in a similar administrative support role.
- Excellent organizational and time management skills, with the ability to prioritize and multitask effectively.
- Strong written and verbal communication skills, with exceptional attention to detail. Fluency in Spanish and/or Vietnamese desired.
- Proficient in Microsoft Office suite, Adobe, and other relevant software.
- Ability to handle confidential, sensitive information with discretion and integrity.
- Strong interpersonal skills and the ability to build relationships with administrative team, colleagues, students, parents and stakeholders.
- Self-motivated, proactive, and able to work independently with minimal supervision.
- Flexibility and adaptability to changing priorities and deadlines.
- Satisfactory completion of a criminal history background check and fingerprinting is required.

Other

- FLSA Status: Non-Exempt
- Reports to: President
- Salary Information: \$31.00 to \$36.00 per hour commensurate with education and experience. Eligible for healthcare benefits (medical, dental, and vision), paid holidays and vacation time, and retirement plan.
- Work Schedule: On-site, Monday through Friday, 8:00 a.m. – 5:00 pm, some nights and weekends required.

How to Apply

Send PDFs of your resume and cover letter sharing why you think you are qualified to be the Executive Assistant to the President to Careers@cristoreyoc.org.