



RUDOLF STEINER SCHOOL NEW YORK CITY

Title: Executive Assistant to the School Administrator

Status: Full-Time, Exempt

Reports To: School Administrator

The Rudolf Steiner School seeks an Executive Assistant to the School Administrator. The Executive Assistant supports and participates in the mission, work, and daily activities of the school. The person best suited for this position will bring a professional presence, energy, and enthusiasm to the position and will be able to work with the Board of Trustees, faculty, students, administrators, and parents while directly supporting the School Administrator. This person should also be comfortable with elementary school students, and support Waldorf value in practice. Success in this position will require a willingness to learn and to be flexible according to the demands of the job and the needs of the School Administrator, Leadership Council, faculty, and parents.

Duties and Responsibilities

School Administrator

- Serve as liaison between the School Administrator and all school constituents
 - Organize and maintain the School Administrator's schedule and arrange details
 - Assist in drafting and editing official School communications to be distributed via email or to be posted to the School website
 - Attend and keeps minutes at Administrative Team meetings
 - Collaborate on special projects including, but not limited to, events, philanthropy/fundraising, human resources, governance, admissions, CapEx/facilities
- Prepare reports, presentations, and other materials for Board and Finance Committee meetings

Board of Trustees

- Organize and set up all Board events, including scheduling of meetings
- Prepare materials and presentations for distribution
- Coordinate food orders for Board Meetings with Executive Chef
- Attend Board Meetings and take minutes

Other Duties

- Coordinate beginning and end-of-year events
- Manage and serve as liaison for school membership such as NYSAIS, AWSNA, WECAN, etc.

- Send out electronic communication to the Steiner Community for staff, faculty, and the Parent Council
- Order books, supplies and materials, as needed

Qualifications

- Bachelor's Degree
- Knowledge and experience working with Blackbaud, WordPress, Google Suite and Microsoft Office Suite platforms
- Organization and attention to detail
- Excellent verbal and written communication skills
- Professional discretion and good judgement

To be considered for the Executive Assistant to the School Administrator position, please send a letter of interest, a resume, and contact information for three references to kandrade@steiner.edu. We will be accepting applications until the position is filled.

Rudolf Steiner School ("Steiner"), an independent nursery to 12 school and the first Waldorf School in North America, is located on Manhattan's Upper East Side. The school strives to develop the mind, body, and spirit of the child, encouraging, in the process, the child's spiritual freedom and growth. As in every Waldorf School, our teaching works toward this aim by drawing on the insights into human development pioneered by Rudolf Steiner. Steiner is accredited by the Association of Waldorf Schools of North America (AWSNA) and the New York State Association of Independent Schools (NYSAIS).

Rudolf Steiner School is an equal opportunity employer. The School is committed to working earnestly to sustain a welcoming community that reflects the diverse range of cultures and nationalities in New York City. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, national and ethnic origin, religion, disability, age, military or veteran status, marital status, citizenship status, sex, sexual orientation, gender, gender identity or expression, transgender status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, or any other category protected by law. The School takes affirmative action in support of its policy to employ and advance all qualified candidates.