



MOTHER MCAULEY

Liberal Arts High School

POSITION POSTING: ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

Mother McAuley Liberal Arts High School, sponsored by the Mercy Educational System of the Americas, a Catholic college preparatory, all female high school, located on the southwest side of Chicago, is seeking a full-time Administrative Assistant to support the President and the Future Ready Capital Campaign. This position reports to the President.

Responsibilities in this role include:

- Assists the President with setting appointments, document preparation/distribution, meeting preparation, etc.
- Responsible for all aspects of Board meeting preparation including preparation of the Board packet for mailing, sending reminders, attending the monthly evening meetings, taking meeting minutes, room preparation.
- Provides clerical support such as handling incoming/outgoing mail, maintaining administrative files, mailing, reserving meeting space, etc.
- Respond to calls into the President's office and direct the caller appropriately.
- Maintains the all school calendar through Google and sends out all school announcements, along with student/parent handbook.
- Support all aspects of a Capital Campaign, such as communications with donors, setting appointments, follow-up with donors.
- Assist with researching information on potential donors.
- Enter and maintain information in the Raiser's Edge database program.
- Maintain confidential information.
- Involvement in various aspects of events which require evening and weekend hours.

Requirements for this position include:

- A minimum of a Bachelor's Degree preferred or equivalent related experience
- At least 4 years of experience in an administrative support role strongly preferred.
- At least 2 years of experience in an educational setting or fundraising role strongly preferred.
- Strong verbal and written communication skills.
- Must be proficient with computer programs such as MS Office, and Google Mail
- Must be proficient with Raiser's Edge or similar database management program.
- Must have strong attention to detail.

This is a full-time, year-round position. We offer a competitive salary and a comprehensive benefits package including medical, dental, life insurance, retirement plan and paid time off.

Interested candidates should forward their resume to:

Attention: Judy Porch
Mother McAuley High School
3737 West 99th Street
Chicago, IL 60655
Fax: 773-881-6562
jporch@mothermcauley.org

Mother McAuley is an equal opportunity employer.
Resumes will be accepted until the position is filled.