

Position Title: Administrative Assistant

Parish or School Name: Saint Raphael Catholic School

Location (City): Raleigh

Date of posting: 10.19.2022

Full Time or Part Time: Full Time

Hours per week: 37.5

Contact: jwhitmore@saintraphael.org

Key responsibilities / day-to-day job functions

- Accept the mission of the school as articulated at the diocesan and school level
- Welcome students, faculty, staff, and parents in a warm and respectful manner
- Answer the phone in a kind and timely fashion
- Provide teacher support, as needed, with making copies and other clerical assistance
- Organize and manage the Hot Lunch program
- Establish and maintain healthy work relationships with other faculty and staff
- Update the school's various calendars
- Utilize various technologies to complete work with efficiency and through completion
- Maintain a clean, organized, and inviting space in the front office
- Serve as a missionary disciple and serve the students and faculty in creating missionary disciples within our school community

Minimum Requirements

- Minimum level of Education: Bachelor's Degree
- Minimum amount of Work Experience: 3 or more years of related work experience
- Practicing Catholics preferred
- Bilingual (Spanish) candidates preferred
- Employment is contingent on the applicant passing a full background check

Position Start Date: November 2022