

## **Administrative Assistant, Trinitas Classical School**

### **Overview**

Trinitas Classical School, in Grand Rapids, MI, is searching for a full-time Administrative Assistant to assist across multiple program areas. Trinitas is a private, independent, classical Christian K-8 school founded in 2006 to partner with Orthodox, Protestant, and Roman Catholic families to guide students toward the wonder, knowledge, and love of God and His world. The Administrative Assistant plays a key role in this mission.

If you would like to be considered for this position, please submit a cover letter and resume to Headmaster Peter Marth at [info@trinitasclassical.org](mailto:info@trinitasclassical.org). You may also email the same address or call (616) 855-6518 with any questions.

### **Qualities and Characteristics**

- A person of excellent moral character.
- Pleasant, engaging, personable, and empathetic as he or she interacts with parents, community members, teachers, students, and others.
- Well-organized, responsible, and carries out his or her duties with humility and flexibility.
- Professes a personal faith in Jesus Christ as Savior and Lord and maintains membership in good standing in a local Christian congregation.
- Agrees with Trinitas's statement of faith and additional teachings, and the code of conduct.
- Has conviction regarding the significant value of the classical method of teaching.

### **Knowledge and Skills**

- Passion for helping others.
- Track record of excellent organizational, written, and verbal communication skills.
- Familiarity working with non-profit environments, and willingness to work where most needed.
- Detail-oriented, follows deadlines, juggles multiple tasks, takes initiative, and can manage own workload.
- Proficiency using Microsoft Office products and software for bookkeeping, client relationship management, marketing, reporting, volunteer coordination.
- Ability to keep calm and remain personable under pressure.
- Ability to maintain strict confidentiality.

### **Primary Duties and Responsibilities**

- Greet and serve current and prospective families and students.
- Schedule school tours and meetings for the headmaster.
- Maintain records, schedules, directories, and student files.
- Perform bookkeeping, inventory and equipment maintenance, and purchasing tasks.
- Communicate important information to enrolled families in newsletters, emails, and phone calls.
- Design and publish advertisements, event programs, social media posts, and website content.

- Distribute and respond to incoming correspondence, including email, mail, and deliveries.
- Plan, promote, and execute school events.
- Support teachers, parents, and students as requested.
- Foster a welcoming and professional office environment.

### **Regular Hours**

- When school is in session: Monday – Friday, 7:30am-3:30pm, and occasional evenings for school events (e.g., orientation, information night, Fine Arts, graduation).
- During the summer: Monday – Thursday, 8:00am – 1:00pm.
- Over breaks during the school year: As needed to maintain operations and meet deadlines.

### **Benefits**

- Work as part of a highly collaborative team of fellow Catholic, Orthodox, and Protestant Christians.
- Participate in the ministry of bringing up children in the nurture and admonition of the Lord.
- Ten days paid time off between the second Monday after school ends and August 15.
- Access to group health insurance.
- Access to a Section 125 HSA plan.
- Annual uniform stipend.
- Priority consideration for financial aid for children enrolled at Trinitas.
- Salary commensurate with experience.