



Position: Executive Assistant

Pius XI Catholic High School is a private coeducational high school centrally located on Milwaukee's west side. Founded by the Pallottine Fathers and School Sisters of St. Francis over 95 years ago, the school has a storied history and compelling mission. With nearly 30,000 alumni, Pius XI attracts students from throughout the Milwaukee metropolitan area and currently serves 675 students. The school boasts a robust curriculum, including outstanding STEM and Arts programming. Known for its welcoming and nurturing environment, Pius XI strives to inspire each student to grow into the confident, capable, compassionate child of God that only they can be.

Our Mission: Pius XI Catholic High School exists to prepare a diverse community of students to achieve their unique and highest potential. Guided by our Franciscan values of dignity, peace, and respect, we nurture students to excel academically, develop moral courage, and live lives of faith and service.

Job Summary

The Executive Assistant works closely with the President, Principal and Director of Finance to ensure the school operates efficiently and effectively in pursuit of Pius XI's mission. The Executive Assistant oversees important operational and administrative responsibilities that will require a thorough knowledge of the School's policies, procedures and operations. This important role interfaces regularly with key Pius XI community stakeholders including the Board of Directors, public and private officials, donors, parents and students. The Executive Assistant helps manage the calendars of the President, Principal and Director of Finance. The position reports directly to the President.

Duties and Responsibilities

- Act as a liaison with the Board of Directors by scheduling and arranging for Board of Directors and Committee meetings; prepare detailed minutes for Board of Director meetings and certain Committee meetings; prepare Powerpoint presentations and meeting materials for Board of Director meetings
- Facilitate the efficient use of the President, Principal and Director of Finance's time by managing a complex calendar of appointments, meetings, donor visits, School activities, social engagements and travel
- Serve as the School's Safe Environment Coordinator
- Coordinate all activities associated with the School's annual Baccalaureate Mass and Graduation Ceremony
- Oversee the School's transportation program for students and parking program for staff
- Coordinate the preparation of the annual Board of Counselors report
- Receive, route and timely respond to incoming communications and determine the appropriate office, department or school contact for proper resolution
- Provide information for reports and records through research, data compilation and organizing and presenting the information in useable and understandable formats

- Support student information including, immunization records, honor roll mailing, and the Parent/Student Handbook
- Serve as backup to the School's front office when needed
- Manage the School's internal and external (website) calendars, and update lobby tv graphics
- Assist Principal with the preparation and delivery of the weekly staff newsletter
- Assist President, Principal and Director of Finance with special projects and other duties as directed

Required Qualifications

- Associates or Bachelor's degree and five plus years of increasingly responsible administrative assistant experience
- Extensive knowledge of general office procedures and practices
- Ability to form positive relationships with staff, students, families and Board of Director members that enhance school culture and improve communication
- Passion for being part of a team-oriented, mission driven Catholic school environment that is constantly seeking to better serve its students and families
- Known for a professional disposition and collaborative approach
- Excellent verbal and written communications skills. This role involves significant correspondence requiring strong writing skills.
- Strong computer literacy skills including proficiency in (1) Microsoft Excel, Powerpoint and Word; (2) Google Documents; (3) School Management System; and (4) others programs as required
- Strong organizational skills are essential
- Bilingual Spanish/English desirable

Salary Range: \$50,000 - \$59,000, commensurate with experience.

This is a full-time salaried position and benefit-eligible. Pius XI offers a competitive benefits package including health, dental, vision, Life/AD&D insurance, FSA, 403b and pension.

To apply, submit a resume and letter of interest to jardelean@piusxi.org

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