

# THE HABERSHAM SCHOOL

Established 2012

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**Position:** External Affairs Assistant

**Category:** Administrative

**Employment Type**

Part-time: 30 hours per week

**Location:** Savannah, Ga

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## Position Description

Provide administrative support to the Director of Advancement and Director of Business Operations. This position will have a dual reporting relationship with the allocation of time, duties and responsibilities coordinated as a fifty percent allocation to Advancement and a fifty percent allocation of time for Business Office Operations. The position is responsible to coordinate related activities.

## Essential Functions

Provide administrative support to the Director of Advancement and Director of Business Operations, including receiving and placing phone calls, scheduling meetings or conference calls, creating and maintaining data spreadsheets and databases, preparing correspondence, student applications, mailings, reports and the like.

- Coordinate and maintain calendars
- Serve as communications hub for Business Operations and Advancement
- Research, coordinate, and draft materials for internal and external use
- Maintain department files, records, data, notebooks, and manuals
- Make arrangements for senior staff and other special meetings, including coordination of time, place, preparatory materials, room arrangements and refreshments. Coordinate and prepare agendas, attend meetings, record, prepare and circulate minutes, follow-up on items as needed
- Build relationships with and provide administrative assistance and support (typing, mailing, filing, etc.) to all members of the Business Office and Advancement External Team. Be prepared to address relevant issues with individual management staff
- Arrange logistics for departmental and other special meetings, including coordination of time, place, preparatory materials, room arrangements and refreshments, as required. Coordinate and prepare agendas, take and circulate minutes, attend meetings and prepare follow-up
- Act as recorder at internal and external meetings and prepare summaries describing key points
- Assume additional responsibilities as assigned by the Director of Advancement and Director of Business Operations
- The schedule and workflow to support both Departments will be determined by the Director of Advancement and Director of Business Operations with an emphasis on flexibility, variability and workflow to meet demands and deliverables.

## Qualifications

- Excellent computer skills, including knowledge or ability to learn: G Suite (Google Drive, Docs, Sheets, Calendar, etc), Copper CRM, Zapier, Slack, FACTS SIS, FACTS Donor Connect, ISEE ERB Entrance Testing, MailChimp, X2vol, Naviance, Quickbooks
- Excellent communication and organizational skills, including priority-setting, decision-making ability and problem-solving with strong attention to detail and accuracy
- Initiative and ability to work independently and meet deadlines
- Excellent interpersonal skills and ability to work with staff, volunteers, parents, and students
- High degree of integrity, discretion, tact and confidentiality
- Ability to work flexible hours including evenings and weekends, as needed
- Commitment to the mission and vision of The Habersham School: *Partnering with God as His servants in seeking the restoration of His image in our students through education*

**Email cover letter and resume to [chart@thehabershamschool.org](mailto:chart@thehabershamschool.org)**