

**Bishop Blanchet High School**  
**Administrative Assistant and Communications Specialist**  
**Job Description**

**Overview**

Bishop Blanchet High School, a secondary Catholic school located in Seattle, Washington, is seeking highly qualified applicants for the position of Administrative Assistant and Communications Specialist for the 2012-2013 school year. Bishop Blanchet is Seattle's first co-educational Catholic high school and is located at the north end of Green Lake. The student body consists of approximately 950 students in grades nine through twelve.

The successful candidate must be a faith-filled team member, dedicated to Catholic education, and deeply committed to efficient communication and organizational effectiveness. The applicant must be a strong writer and communicator, possess excellent organizational skills, and a command of a wide range of communication vehicles.

**Reporting:** The Administrative Assistant and Communications Specialist is directly responsible to the President.

**Contractual Term:** Part-time position, hourly rate, 20 to 25 hours per week, start date of August 1, 2012.

**Compensation:** Hourly rate commensurate with experience, benefits eligible.

**Essential Functions:** The Administrative Assistant and Communications Specialist will be responsible for the following:

*Communications*

1. Manage and coordinate calendars and appointments for the President and Principal including the scheduling of meetings and telecommunications.
2. Coordinate communications from the President and the Principal to the BBHS community including faculty, staff, parents, and other stakeholders.
3. Compose letters, emails, memos, and reports to support the communications of the President and Principal.
4. Collaborate with the Communications Coordinator regarding the overall communications plan and processes for BBHS.
5. Collaborate with the Office of Information Technology to develop and deliver web-based and electronic communications.
6. Track and manage data related to communications from the President and Principal to various constituents – requires close collaboration with the Offices of Advancement and Admissions.

7. Review and distribute communications from the Catholic Schools Department to faculty, staff, and other relevant stakeholders.
8. Monitor and receive phone communications for the President and Principal.
9. Prepare agendas and take minutes at meetings as determined by the President and Principal.
10. Perform special projects and duties as assigned by the President and Principal.

#### *Hospitality and Reception*

1. Receive appointments and guests of President and Principal.
2. Provide for all guests a welcoming and highly professional experience of the BBHS school community.
3. Coordinate logistics for special events hosted by the President and Principal.
4. Collaborate with the Front Office Receptionist to ensure for consistent and high quality reception and hospitality.

#### **Position Requirements**

- Bachelors degree
- Active faith life
- Proficiency with Google Applications and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

#### **Application Materials**

- Letter of interest
- Resume
- Contact information for 3 professional references
- Writing sample from professional or academic setting
- EMAIL electronic copies of application materials to:

Dixie Strunk, Registrar  
Bishop Blanchet High School  
8200 Wallingford Ave. N  
Seattle WA 98103  
[dstrunk@bishopblanchet.org](mailto:dstrunk@bishopblanchet.org)

#### **Application Process**

Applications will be reviewed on a rolling basis. Complete your Seattle Archdiocese application online at: <https://applitrack.com/seattlearch/onlineapp/>

**Closing Date for Applications:** June 1, 2012