

Administrative Assistant

ECOLE BILINGUE DE LA NOUVELLE-ORLÉANS --- founded in 1998 --- provides a private, friendly and language-enriched environment for every student. We are Louisiana's first and only private French school accredited by the French government and the State of Louisiana providing multilingual education to over 310 students from 18-months-old through the 8th grade. Since the formation of our school, it has been the mission of Ecole Bilingue to develop globally literate students through a rigorous bilingual French-American curriculum, set in a nurturing and multicultural community.

Duties and Responsibilities

The Administrative Assistant (AA) is responsible for assisting the Head of School and other members of the administrative team in all managerial aspects of running the day-to-day operations of the school. The AA will work under the direct supervision of the Head of School, while coordinating with other the Administrative Assistants on administrative issues. She or he will be answering the door and the telephone and communicate to all parents in a prompt and polite manner.

The administrative assistant duties and responsibilities include but are not limited to the following:

- Schedule meeting times for the Head of School and Academic Director.
- Communicate important school news to parents, including fundraising and field trip information, through emails and social media posts.
- Communicate with parents regarding field trips, clubs, aftercare, before-care, injuries, tardiness, deadlines, special events, and general curricular information (directing parents to teachers or the Head of School for difficulties or program specifics).
- Assist the Director of Advancement and parent committees in all fundraising efforts.
- Maintain students and staff records.
- Maintain important staff attendance and student observation logs.
- Coordinate and order office and classroom equipment and supplies according to teachers' needs and budget approval from the Head of School
- Organize and attend all the necessary continuing education sessions to meet requirement for school licensures.
- Attend regular after-school faculty meetings.

- Communicate to the Head of School problems and concerns.
- Represent school in a positive and professional manner at all times, including all school related functions.
- Participate in continuing education sessions as necessitated by Louisiana Department of Social Services and Department of Education licensing and accreditation requirements.

Education and Qualifications

- A bachelor's degree or higher in administration management or other relevant field, including but not limited to business administration, finance, communication or marketing.
- Minimum 2 years of relevant work experience in nonprofit management or school operations management.
- Advanced knowledge and understanding of communication and support, accounting, human resources, business law and/or financial analysis preferred.

Applicants must:

- Possess the ability to establish and maintain effective working relationships with people of varying skills and competencies.
- Be a team-player, an analytical decision-maker, a multi-tasker, and a problem-solver.
- Possess good communication skills, attention to detail, versatility, and the ability to adhere to deadlines.

Salary and Compensation

Salary is competitive and commensurate with education and experience. Ecole Bilingue offers a comprehensive benefits package. Please send a resume and letter of interest by email to cv@ebnola.com.

Ecole Bilingue is an equal opportunities employer, and does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, and/or military status, in any of its activities or operations.