



Job Description: **Preschool Administrative Assistant**  
Reports to: Head of Preschool  
Employment: Full Time

**Duties and Responsibilities:**

Responsibilities include, but are not limited to, scheduling and organizing events; maintaining the appointment calendar for the Preschool Head; maintaining a grasp of the division's calendar; supporting the Head of Preschool in coordinating and carrying out operations for the division; communicating with parents and faculty; answering the phone, helping students and faculty with information and other needs. We seek an individual committed to contributing to the well being of Brooklyn Friends School and Preschool and to the smooth operation of the Preschool.

**Qualifications:**

Qualified candidates should have knowledge of *Microsoft Office*, *Google Applications*, and experience with data management. Previous independent school experience is a plus, as is comfort interacting with Preschool-age children and parents of young children. Candidates must have excellent writing and communication skills, a gracious phone manner, be highly organized and graceful under pressure. A high degree of discretion dealing with confidential information is required.

- Bachelor's degree preferred
- Relevant employment history, preferably in a school setting
- Highly organized, self-starter, capable of working independently
- Flexible thinker with a warm, friendly personality; practices anti-bias, equity and inclusion awareness
- Ability to meet deadlines in a fast-paced work environment

This is a twelve-month position, eligible for benefits, with hours generally from 8:00am to 4:00pm, Monday through Friday.

***Interested applicants should submit resume and cover letter to [adminassistantposition@brooklynfriends.org](mailto:adminassistantposition@brooklynfriends.org)***

*February 2017*