



PENINSULA CATHOLIC HIGH SCHOOL

Administrative Assistant Position

Peninsula Catholic High School in Newport News, Virginia has an immediate opening for a skilled Administrative Assistant. This position will be responsible for collaborating with the Principal and Administrative Team to perform a variety of administrative and clerical tasks. This position is a 12 month/year part-time (30 hours/week) position.

Responsibilities are not limited to the following:

- Assist the front office in all daily administrative tasks
- Data entry and filing systems
- Answer and direct phone calls
- Write and distribute email, correspondence memos, letters, etc.
- Assist in the preparation of regularly scheduled reports
- Administrative tasks as needed

Qualifications:

A minimum of an Associate's Degree or have significant experience as an Administrative Assistant

- Excellent verbal and written communication skills
- Strong organizational skills and service-oriented approach
- Proficient with Google Suite, Microsoft Office, and database management
- Exceptional time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Professional demeanor, flexible and able to respond to multiple demands
- Familiarity with an academic environment is preferred
- The ability to maintain confidentiality

Interested applicants should submit a cover letter, resumé, Diocesan application, (which can be found at www.richmond diocese.org), and references to:

Heather Whitchurch
Peninsula Catholic High School
600 Harpersville Rd.
Newport News, VA 23601
principal@peninsulacatholic.org.

Application deadline is Nov 21 or until the position is filled.

Peninsula Catholic High School, a college preparatory high school in Newport News, serves students of all faith traditions in grades 8-12. Please visit www.peninsulacatholic.org for more information on our dynamic, innovative school.