



White Mountain Waldorf School

Inspiring a Love of Learning

Part-time Position

The Administrative Assistant is part of the administrative team of the school and has a range of administrative responsibilities, primarily to provide administrative support to the Administrator and assist in coordinating health and safety responsibilities.

This is a part-time job share opportunity!

Phone calls and personal interactions are a first priority, yet the assistant is also assigned a number of weekly and daily responsibilities around school logistics, records, attendance and other office functions. The assistant also helps coordinate communications, directing parent questions and concerns to appropriate school personnel and passing on important information to the school Administrator, other staff and faculty.

Skill Sets Required:

- Associate's or other degree in business preferred, or three or more years of related experience
- Excellent verbal and written communication skills
- Excellent organizational skills
- Excellent attention to detail
- Knowledge of standard administrative office practices and procedures
- Strong knowledge of health and safety compliance requirements, EMT/healthcare background is a plus
- Ability to multi-task in a busy office environment
- Ease in assisting young children, adolescents and adults
- Ability to remain calm in the face of a multitude of competing requests and deadlines
- Ability to handle sensitive and confidential information
- Proficiency in standard software applications (spreadsheets, databases, word processing, and email), and general office machinery
- Strong understanding of Waldorf education
- Strong desire to model collaborative and servant leadership
- Ability to balance the needs of students, faculty, board, and parents
- Ability to job share

This is a part time, job share position, 7:30am-2:45pm, days to be determined. This position reports to the School Administrator. To apply, please send a letter of application, three written references from people familiar with your work, and a short autobiography with your resume. We are particularly seeking a candidate with healthcare background to coordinate and administer all health-related tasks.

Please email or mail your information by July 10th to the attention of Karen Albert, Administrator
Karen@whitemountainwaldorf.org or mail to PO Box 1069 Conway, NH 03818