



Job Description

Job Title: Assistant to the Head of School

Status: Full time

Reports to: Head of School

Qualifications:

- Personal relationship with Jesus Christ
- Lifestyle consistent with Biblical standards and the WCA statement of gender, marriage and family.
- Must be a member in good standing of a local evangelical church whose fundamental beliefs are in agreement with the statement of faith of the school.
- Bachelor's Degree in related field
- Has experience with design platforms such as Canva and Adobe Suite.

The Assistant to the Head of School's primary responsibility is to support the Head of School through fulfilling functions related to marketing, hospitality, events, fundraising and basic administrative support.

Spiritual Leadership

- Model biblical example of servant leadership to students, staff and parents.
- Disciple and mentor staff and students in their walk with Christ as opportunities arise.

Marketing

- Lead Corporate Partnership Program in collaboration with the Head of School.
- Coordinate advertising opportunities and assist in the creation of promotional materials.
- Oversee the schools social media messaging and execute social media strategy.
- Serve as the webmaster of the school website and make regular updates as needed.
- Create digital and print publications for the Annual Fund, Capital Campaigns and other development opportunities.

Hospitality

- Serve as the first point of contact with prospective families and guests visiting the Administration Building.
- Present a strong culture of hospitality within our school community.
- Assist guests who are visiting campus in any way possible.
- Collaborate with the Director of Admissions to ensure prospective families have an exceptional experience while on campus.

Events

- Collaborate with the Head of School and others to produce high quality events including:
 - Faculty and Staff Pre-Planning and Post-Planning
 - Westminster Golf Classic
 - Connection Café
 - Board of Trustee Events
 - Homecoming and other Alumni Events
 - Admissions Events
 - Grandparents Day
 - Upper School Retreat

Fundraising

- Provide assistance to the Head of School with all fundraising efforts including:
 - Annual Fund
 - Capital Campaign
 - Westminster Golf Classic
 - GA Goal Scholarship Program
 - Corporate Partnership Program

Administrative Support

- Provide administrative support for the Head of School.
 - Creation of reports, presentations, documents and correspondence.
 - Maintain accurate records using a variety of software platforms.