



# Immanuel Schools

The Difference Is Life Changing

## *Executive Administrative Assistant*

**Application Procedure  
for Qualified Applicants:**

**Submit the following;**  
Classified Application  
Letter of Introduction and Resume  
Three (3) Letters of Recommendation  
Copy of Degree / Certificates (if applicable)

**Contact Person:**

Immanuel Schools HR Department  
1128 S. Reed Avenue  
Reedley, CA 93654  
(P) 559-638-2529 ext. 7155  
(E) [hr@immanuelschools.com](mailto:hr@immanuelschools.com)

**Employment Type:**

Full Time  
2022-23 School Year

**Compensation:**

Placement on Classified Wage Scale as determined  
by education and experience.

Tuition Discount for enrolled children

**Benefits offered;**

*Health, Dental, Vision, Life and 403b  
Retirement, 403b Employer Matching*

**Deadline to apply:**

Until filled

**Assignment begins:**

July 1, 2022



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## **EXECUTIVE ADMINISTRATIVE ASSISTANT (Superintendent)**

Responsible to Superintendent and Development Director

### Responsibilities to the Superintendent

- Schedule appointments and meetings for the Superintendent.
- Screen the Superintendent's telephone calls and take messages.
- Assume responsibility for special research and other projects for the Superintendent.
- Plans and coordinates staff retreat and board retreat.
- Coordinates K-12 Staff Development Days and Staff Socials.
- Keeps School Policy Manual current.

### Responsibilities to School Board of Trustees

- Types and processes all school board communication (agendas, minutes, etc.)
- Attends School Board Meetings and takes minutes.

### Responsibilities to the Development Department

- Assist with annual fundraising plan and response campaigns to increase revenue and support the strategic direction of Immanuel Schools, including the design and writing of direct mail and digital appeals.
- Assist with donor engagement plans including communication, events, and personal outreach that demonstrate appreciation and deepen donors' commitment to Immanuel.
- Work with the Development Director to develop strategies and build a pipeline for new donor prospects.
- Assist with communication to donors about the impact of their gifts and provide appropriate gift recognition.
- Input and track engagement plans and cultivation notes in a donor management system and ensure all donor data is accurate and up-to-date.
- Collaborate with the Director of Communications for the purpose of marketing and promoting events, utilizing print media, news outlets, and social media platforms.