



Assistant to the Director

<u>Job Title:</u>	Assistant to the Director
<u>Location:</u>	Km 11.2 Carretera Vieja a León, Managua, Nicaragua
<u>Position Type:</u>	Full-Time (Monday-Friday, 6:45-3:45)

Overview

We are seeking a bilingual (English and Spanish) administrative assistant to join our team. The Assistant to the Director supports the General Director by managing administrative tasks to allow more focus on strategic priorities. This role serves as a key communication point with internal and external contacts and coordinates essential logistics.

Key Responsibilities

1. **New Student Admissions:** Coordinate school tours, interviews, and evaluations; manage student files and communicate admissions progress and decisions
2. **Student Records:** Maintain accurate student data and prepare report cards, transcripts, and letters
3. **Faculty Recruiting:** Post job openings, manage applicant communication, maintain candidate files, conduct background checks, and prepare contracts
4. **Event Coordination:** Organize logistical details for school events, including scheduling, facilities, refreshments, and travel arrangements
5. **School Communication:** Respond to general inquiries; publish newsletters and website updates
6. **Alumni Relations:** Maintain alumni records, send surveys, and organize reunions.
7. **Secretarial Support:** Manage the Director's calendar, translate documents, handle communication, materials, etc.
8. **Purchases:** Fulfill purchase requests for curricular and extracurricular materials, ensuring proper record-keeping and financial controls

Required Qualifications

- Bachelor's degree required
- Complete fluency in English and Spanish
- Excellent communication and interpersonal skills
- Exceptional organizational skills, technology skills, attention to detail, problem solving skills, and high level of efficiency in work
- Ability to work under pressure in a fast-paced environment, meet deadlines, and maintain professionalism and a calm demeanor in all written and verbal communication
- Ability to maintain confidentiality and manage sensitive situations effectively

- Collaborative mindset with a proactive, servant-hearted attitude
- Evangelical Christian testimony with active local church experience (required)

How to Apply

Interested candidates should submit a cover letter, resume and references to Jairo Largaespada (jlargaespada@nca.edu.ni) by October 31, 2024. Please include "Assistant to the Director Application" in the subject line. If you have questions, please call 2265-2277.