



CHRISTIAN BROTHERS HIGH SCHOOL

Position Title: Assistant to the President & Board Recording Secretary

Department: President's Office

Reports To: President

FLSA Status: Non-Exempt

Location: Christian Brothers High School, Sacramento, CA

Position Summary:

The Assistant to the President & Board Recording Secretary provides high-level administrative support to the President and serves as a liaison to the Board of Trustees. This role is essential to ensuring the smooth operation and executive effectiveness of the President's Office, with an emphasis on mission alignment, communication, and governance.

Essential Responsibilities:

Executive Administrative Support:

- Manage the President's complex calendar, including scheduling, travel planning, and providing necessary meeting documentation.
- Prepare and proofread correspondence, reports, and materials to ensure accuracy, clarity, and alignment with the President's voice and the school's mission.
- Maintain strict confidentiality in handling sensitive matters.

Board Governance and Support:

- Coordinate all aspects of Board of Trustee meetings and subcommittees including agenda preparation, logistics, and accurate minute-taking.
- Serve as Recording Secretary to the Board; maintain official records and ensure compliance with governance protocols.
- Assist with the preparation and timely distribution of Board of Trustees meeting packets, ensuring inclusion of accurate financial reports, compliance documentation, and mission-aligned materials. Coordinate dissemination through both print and digital platforms (e.g., Teams, Zoom), supporting transparency and effective governance.

Operational Coordination:

- Serve as a key liaison between the President's Office and internal/external stakeholders, including Cabinet members, staff, donors, and diocesan contacts.
- Collaborate on school-wide initiatives and projects requiring cross-departmental coordination.

- Contribute to the organization of major school events, such as liturgies, retreats, and public-facing activities.

Mission Integration & Leadership:

- Uphold and promote the Lasallian Catholic identity and mission through all communications and interactions.
- Provide thought partnership to the President and assist in aligning school operations with strategic goals and cultural values.
- Offer mentorship and guidance to new administrators and assist in school culture development.

Key Competencies:

- Exceptional attention to detail and quality of work
- Strong initiative, resourcefulness, and problem-solving skills
- High emotional intelligence and ability to foster strong working relationships
- Advanced judgment and discretion in decision-making
- Excellent written and verbal communication skills
- Adaptability in a dynamic educational environment

Qualifications:

- Bachelor's degree required; coursework or experience in education, administration, or related field preferred.
- Minimum of 5 years' experience supporting executive leadership or high-level
- Proven ability to handle and protect confidential information with discretion and professionalism.
- Experience reviewing and synthesizing financial reports and related documentation for executive or board-level review.
- administration.
- Proficiency in Microsoft Office Suite, Zoom, Teams, and relevant technologies.
- Experience working in a faith-based or educational setting is strongly preferred.