



CHESTERTON ACADEMY
OF ST. LOUIS

Seeking Executive Assistant for the 2025-26 School Year

Terms: Part-Time Employee (20-30 hours per week)

Experience: 2+ Years preferred

Education: Undergraduate Degree

Base Pay: Salary

To apply: Fill out a short application and attach a cover letter, resume, and list of 3 references at:
chestertonacademystl.org/careers

Job Description

Chesterton Academy of St. Louis is a pro-life, pro-family classical high school teaching in the Catholic tradition, opened Fall 2023 with 9th - 11th grades, expanding to 12th grade in 2025. CASTL seeks a highly motivated individual who can joyfully and energetically take on the varied administrative duties of a new school.

Administrative Support for Leadership

- Managing aspects of the school's calendar on Google and website
- Knowledge of Bloomerang and Rediker database
- Troubleshooting & tailoring of database to increase efficiency & effectiveness

Admissions & Recruiting Support

- Working closely with the executive team to manage admissions event logistics
- Working closely with the executive team to coordinate shadow visits & tours
- Working closely with the executive team to train students as ambassadors
- Acquiring a thorough knowledge of our school's mission, curriculum and various philosophies to promote the school effectively
- Managing relationships with prospective families and documenting in Rediker Admissions

Communication and Coordination

- Acting as a point of contact between the head of school and faculty, staff, parents, and board members
- Drafting and distributing school-wide communications (e.g., newsletters & announcements)
- Drafting and distributing exterior communications (e.g., newsletters & announcements)
- Managing internal communication platforms and channels
- Capturing and organizing photos/videos of school events to be used for yearbook, social media & promotional materials
- Facilitating student gratitude efforts

Event Planning and Coordination

- Updating head of school on logistics of upcoming events
- Working closely with the executive team to manage timelines, roles, and responsibilities to keep volunteer efforts aligned with school needs

- Working closely with the executive team to manage logistics for school events such as Frassati Days, grandparents day, parent orientation, open house, acceptance day, graduation, performances, parent-teacher Conferences, etc.
- Offering logistical and administrative support to volunteers to ensure they have the resources and information needed to succeed
- Creating & tracking permission forms for student events

Confidentiality and Professionalism

- Handling sensitive student, staff, and school information with discretion
- Managing contracts, legal documents, and confidential communication

It is expected that candidates be practicing Roman Catholics and possess a willingness to adhere to the Magisterium of the Catholic Church and the mission of Chesterton Academy of St. Louis as set forth by the Board of Directors

Interested individuals should familiarize themselves with our school and our mission via our website: <https://chestertonacademystl.org/> and then apply here: <https://chestertonacademystl.org/faculty-application>

Chesterton Academy of St. Louis is a member of the Chesterton Schools Network (MN), which has 62 schools in operation worldwide with about 11 more set to open next fall.

THE MISSION OF THE ACADEMY

The mission of Chesterton Academy of St. Louis is to raise up a generation of joyful leaders and saints, educated in the classical tradition and the truths of the Catholic faith, abounding in the skills and character requisite for success in college and professional life as well as in building up the kingdom of God, and to excel in service of family, of country, and of Christ our Lord. To that end we seek to form our students:

- **intellectually**, by teaching them not only the great classics of Western thought from Plato to calculus, but the interrelationship of the great ideas, to learn not what to think but how to think;
- **in character**, especially in the four cardinal virtues of Prudence, Temperance, Fortitude, and Justice which we believe are the foundations of leadership in professional life, the family, the nation, and in the service of Christ;
- **and spiritually**, so that they may use the skills they acquire at Chesterton Academy in Faith, Hope, and Charity, to build up the Kingdom of God in this life and be with Him in everlasting happiness in the next.

In the words of G.K. Chesterton, we seek to teach our students that "there is a whole truth of things and that in knowing and speaking it we are happy."

About the Employer

The purpose of Chesterton Academy of St. Louis is to nurture the minds and souls of our children through a well-defined and academically rigorous classical education and to develop complete thinkers who learn to draw on faith and reason for the purpose of building the culture of life. We desire to pursue TRUTH, GOODNESS, and BEAUTY, as revealed by God, throughout the school day.

Students at Chesterton Academy of St. Louis enjoy a cohesive, content-rich education. A broad exposure to many different disciplines helps students avoid the pitfalls of specializing too early, which can lead to limited interests and narrow thinking.