



CHESTERTON ACADEMY
OF ST. LOUIS

Seeking Office Coordinator for the 2024-25 School Year

Terms: Full-Time Employee

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 & 10th grades, expanding to 11th grade in 2024. CASTL seeks a highly motivated individual who can joyfully and energetically take on the varied administrative duties of a new school.

Daily Office Administration

- Manage day-to-day front office operations including:
 - Student attendance
 - Parking permits and carpools
 - Nursing and sick-bay/ administering meds and recording health events
 - Safety including emergency drills and procedures
 - Manage school and student files (current year and archives)
 - Maintain office supplies and curriculum inventories
 - Be the primary point of contact for all parent communication
 - Send out a weekly parent email Newsletter
 - Create and send out a bi-annual Donor Newsletter
 - Support the recruiting and admissions team by scheduling and overseeing Shadow Days and tours
 - Assist planning and logistics for various school activities including:
 - Open Houses
 - Parent-Teacher Conferences (November/February)
 - Avila Days, Frassati Days
 - School field trips
 - Testing (placement exams, PSAT, Stanford)
 - Other events such as vocation talks, retreats, chaplain visits, etc.

Fundraising Support

- Record donations, send to bookkeeper, and write thank you notes
- Provide administrative support for all aspects of annual fundraising and marketing plans, with emphasis on annual Gala

Physical Plant

- Serve as core liaison between school and St. Monica's for scheduling all activities

Calendar and Scheduling

- Develop and oversee all school schedules
- Assign substitute responsibilities in event of faculty absences
- Track PTO, sick time, etc. for faculty
- Create official school calendar (instruction days, events, etc.)
- Oversee school events and volunteer assignments

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 54 schools in operation worldwide with about 15 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.