

Seattle Waldorf School Seeks an Executive Assistant to the Head of School

Full-Time Position Beginning August 2019

About the Position

Seattle Waldorf School is now accepting applications for an energetic Executive Assistant to the Head of School who will also support Board of Trustees activities and provide some assistance to the pedagogical leadership. Responsibilities include various types of scheduling and calendar maintenance; writing, editing, and document production; event support and coordination; meeting and committee participation; employment record maintenance and coordination; and project management. The ideal candidate has a bachelor's degree and two years of experience as an Executive Assistant, preferably in an independent school. This person needs to be technology savvy with experience on multiple platforms; have very strong interpersonal, verbal, and written communication skills; have excellent problem-solving and time-management skills; and the ability to keep information in the strictest of confidence. This individual should be interested in Waldorf education and demonstrate a passion for lifelong learning and development.

About SWS

Founded in 1980, Seattle Waldorf School is a Washington State approved school serving approximately 400 students in programs from preschool through grade 12. The school is a full member of the Association of Waldorf Schools of North America (AWSNA), an accredited school of the Northwest Association of Independent Schools (NWAIS), and a member of the Washington Federation of Independent Schools (WFIS).

Our wooded grade school campus and our early childhood program, both in north Seattle, offer students intimate settings to learn and grow, while the high school is located in the vibrant Magnuson Park complex. For more information about Seattle Waldorf School, please visit our website at seattlewaldorf.org.

Compensation

The salary for this position is commensurate with experience. This position is benefits-eligible. Benefits include medical, dental, vision, life/LTD, partial tuition remission, and retirement.

To Apply

Interested candidates should respond immediately by email with a letter of interest, resume, and employment application, available on the school website at: seattlewaldorf.org/SWS_Employment_Form.pdf.

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It is the policy of Seattle Waldorf School (SWS) to provide equal opportunity for employment and advancement to qualified individuals with regard to all terms and conditions of employment. SWS complies with local, state and federal laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, marital status, political affiliation, disability, veteran status, age, or any other status protected by local, state, or federal law.