



Our Lady of the Valley Catholic School



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Birmingham, Alabama 35242
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Our Lady of the Valley Catholic School is currently advertising a part-time administrative assistant position. The position offers 15 hours per week during the school year. Flexible days and hours can be arranged during summer hours.

Job Responsibilities:

- Assist Principal/Administration with requests as needed to help manage OLV office such as answering calls from reception desk, order supplies, responding to parents or vendors calls/emails.
- Manage OLV School Weekly announcements and assist with church bulletin announcements when needed.
- Maintain and manage Renweb School Program (including ParentsWeb), security door system and phone systems.
- Coordinating school marketing, admissions, back to school, graduation, and end of year tasks.
- Assist with teachers, classroom, and volunteers
- Assist with Website when needed.
- Assist Counselor with Records Requests as needed.

Important Qualifications:

- Highly organized, accurate and have a strong attention to detail
- Ability to maintain strict confidentiality
- Experience with MS Office, including Excel, Word, Publisher, Outlook and RenWeb School Program a plus

Interested candidates should send a resume, cover letter, and references to the school principal, Andy Rothery at arothery@olvsch.com.

The position is open and we are looking to make an immediate hire.