



**Title:** Executive Assistant, Office of the President  
**Anticipated Start Date:** June/July 2025

**About Springer**

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School and Middle School (grades 1-8), Springer High School (grades 9, 10, 11), Springer Diagnostic Center, and Springer Learning Center. Springer faculty and staff embrace the organization’s mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication, and stability in their daily work.

**Position Summary**

Springer School and Center seeks an Executive Assistant to provide administrative and logistical support to the President.

**Key Responsibilities**

- Manage complex schedules, schedule meetings, and ensure smooth flow of appointments.
- Manage emails, phone calls, and other forms of communication. Prepare reports, presentations and executive summaries.
- Assist with project coordination, track progress, and provide support to projects as needed.
- Act as a primary point of contact to the President, screen calls and visitors, and manage the President’s schedule.
- Book flights, hotels, and coordinate travel logistics.
- Collaborate and contribute to planning and decision-making.
- Work collaboratively with a wide array of stakeholders.
- File documents, manage office supplies, and perform other administrative duties as needed.
- Accept the responsibility of ensuring Springer’s operation remains both mission-driven and student-centered under the direction of the President.

**Required Qualifications**

- Strong communication skills
- Demonstrated experience initiating and finishing projects with care, urgency and completeness
- Proven acumen advising a wide array of stakeholders
- Outstanding judgement with regard to people
- An exceptional degree of integrity
- An unwavering desire to be part of an organization that makes a profoundly positive impact on children and families

**Preferred Qualifications**

- 5+ years of experience as an executive assistant or in a human resource, communication, executive, or related capacity
- The proven ability to achieve exceptional results given conceptual guidance
- Professional experience working with or supporting C-suite level executives
- Experience in a human services, non-profit, or school setting

**Key Characteristics:** Smart, organized, professional, dependable, strategic, considerate, self-aware, and tech-savvy.

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**Terms of Employment:** Full Time (5 days per week), 12 months per year

**How to Apply:** Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Katherine Baker at [kbaker@springer-ld.org](mailto:kbaker@springer-ld.org). The subject line of that email should reflect the position title. Names and application materials of all candidates will be held in strict confidence.

*Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.*

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