



Bluebonnet

Home Scholars Collaborative

flower forth

Job Description

Executive Assistant

Job Title:	Executive Assistant
Work Hours:	Part time, hourly, approximately 20 hours/week
Compensation:	Negotiable
Supervisor:	Executive Director
Desired Start Date:	January 12, 2026

Overview:

The Bluebonnet Home Scholars Collaborative (BHSC) Executive Assistant supports the Executive Director and works with the BHSC executive team, assisting with organization and communication and managing various tasks and projects. Work hours are flexible and may involve a combination on-site and remote/work-from-home time.

Core Characteristics Needed:

The core characteristics needed for successful fulfillment of job responsibilities are listed below:

Tenacity: The successful candidate demonstrates determination and tenacity both in pursuing on-going learning and growth and also in serving and caring for fellow members of the community.

Collaboration: The successful candidate respects the intrinsic dignity and worth of each individual and honors others in all their interactions by listening well and offering honest, direct communication in a spirit of true collaboration.

Freedom: The successful candidate embraces the ecumenical Trinitarian community of BHSC and respects the freedom and potential of students, parents, and fellow staff members.

Wonder: The successful candidate shares the BHSC vision for Christian home education grounded in both classical tradition and contemporary research and aimed toward wonder, knowledge, love, and action.

Professionalism: The successful candidate demonstrates high standards of professional behavior, prioritizes and pursues clarity and organizational health, and continuously seeks to increase competency and understanding.

Areas of Responsibility:

The primary areas of responsibility include, but are not limited to the following:

- Assist the BHSC Executive Director in assigning or delegating tasks and in strategic planning.
- Assist with calendar management and scheduling meetings, appointments, and some events.

- Oversee maintenance and organization of paper and digital files such as academic and teacher documents.
- Maintain and use a BHSC-assigned email account; reply to emails promptly and professionally.
- Maintain and use BHSC-assigned G-Suite for Education tools including Google Classrooms, Google Contacts, Google Calendar, Google Drive, etc. Possibly assist with data-entry.
- Use Microsoft Office (especially Word and Excel) and Dropbox to share and edit BHSC files. Assist with document creation, maintenance, sharing, and storage.
- Assist with the maintenance and organization of technological tools such as BHSC laptops, tablets, phone, and digital subscriptions and services.
- Take, share, and track meeting notes and minutes; follow-up on action steps.
- Assist with creation, maintenance, and review of policies and procedures documents such as the staff and parent & student handbooks.
- Manage various tasks and projects using productivity tools including Todoist and other resources.
- Conduct research, gather data, and write reports to assist the Executive Director and the Executive team in their decision-making processes.
- Help update and maintain website content such as course descriptions and staff bios and photos via WordPress.
- Answer phones, place calls, and/or respond to email if requested.
- Create, design, and send news/announcements/posts through MailChimp, email, Remind, Flocknote, and/or through BHSC social media (Facebook/Instagram). Utilize tools such as Canva.
- Attend and participate in periodic staff meetings including on-site and remote meetings. Utilize Zoom for audio-video conferencing.
- Attend and assist with preparations for four (4) or more days of teacher-staff in-service per school year: two in early Aug., one in Jan., and one in May.
- Possibly assist with family interviews and the admissions process.
- Possibly assist with errands/shopping and completing reimbursement requests.
- Promote and be proactive in furthering the ministry of BHSC.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BHSC.

Qualifications:

- Must have self-initiative and excellent interpersonal and communication skills
- Must have a track record of reliability, accuracy, discretion, initiative, and attention to detail
- Must be flexible, trust-worthy, and professional
- Must have exceptional time management skills and habits
- Must be proficient in organizing communications, digital files, and paperwork
- Must have superb writing and proofreading skills
- Must have strong interpersonal skills and be comfortable and amiable in interacting with different types of people
- Must have working knowledge of Microsoft Office, and be comfortable using G-suite tools.
- Experience with tools such as Dropbox, MailChimp, Todoist Remind/Flocknote/Band, WordPress, Canva, Zoom preferred (or must have a willingness to learn)
- Bachelor's degree or equivalent work experience required
- Administrative experience required

Non-Discrimination Policy:

It is the policy of Bluebonnet Home Scholars Collaborative (BHSC) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. BHSC hires individuals who are committed to supporting BHSC's beliefs as expressed in the BHSC by-laws and family enrollment agreement. BHSC will employ only persons who are authorized to work in the United States.