

PORTSMOUTH  
CHRISTIAN  
ACADEMY  
DOVER, NEW HAMPSHIRE



## Executive Assistant to Head of School

### Position Summary

**Portsmouth Christian Academy** (PCA) is a large, nondenominational Christian school located in Dover, NH. PCA, located just minutes northwest of Portsmouth, NH on a seventy-acre riverfront campus, is a dually accredited, independent, Christian, college-preparatory, day school for students in preschool through grade twelve seeking to maximize their God-given potential. PCA faculty and staff are unified in creating a caring, safe, Christ-focused learning environment where young people are challenged to thrive academically and grow as servant-leaders prepared to impact the world for good.

The Executive Assistant (EA) provides high-level administrative support to the Head of School (HOS), ensuring that communication, scheduling, and coordination across the leadership team and board run smoothly. This trusted role handles sensitive information with discretion, helps manage email and follow-up tasks, and supports the HOS in daily operations, leadership meetings, and special projects.

The EA serves as a central point of contact for the HOS office and plays a vital behind-the-scenes role in keeping leadership efforts aligned, timely, and well-communicated.

#### Qualifications:

- Bachelor's degree preferred
- 3+ years of administrative or executive assistant experience
- Strong organizational, writing, and interpersonal skills
- High level of discretion, trustworthiness, and professionalism
- Proficiency with Microsoft Office (Office 365) and scheduling tools
- Alignment with PCA's mission, values, and Statement of Faith

To apply for this position, please complete a staff application found on the employment page of our website ([pcaschool.org](http://pcaschool.org)). For more information or to submit a completed application, please email [humanresources@pcaschool.org](mailto:humanresources@pcaschool.org)