

Bishop McHugh Regional Catholic School, Cape May Court House, is seeking a full-time Administrative Assistant to deliver efficient administrative, admissions, and communications support in a well-organized and timely manner. This role involves working closely with the Principal, faculty, and staff while serving as the primary point of contact for families and visitors. This person will also serve as the face of the school office, managing daily operations and handling a wide range of responsibilities to support school functions and communications.

The ideal candidate is someone who is proactive, detail-oriented, and possesses exceptional organizational and communication skills. In addition, this individual is both highly efficient and relational, able to manage multiple priorities while creating a welcoming and professional environment for all members of the school community.

Responsibilities

Office Management & Daily Operations

- Serve as the first point of contact for visitors, families, and staff
- Manage front office operations, including phones, email, and correspondence
- Maintain student records, attendance, and general school databases
- Coordinate calendars, meetings, and school events
- Support the Principal and faculty/staff with administrative needs
- Order and manage office supplies and vendor relationships

Admissions & Enrollment Management

- Lead the admissions process from inquiry through enrollment
- Schedule and coordinate tours, shadow days, and open houses
- Maintain current and prospective family database and follow-up communications
- Serve as a welcoming ambassador for prospective families

Communications

- Oversee social media accounts
- Promote school events, achievements, and community life
- Maintain weekly family newsletter

Qualifications

- Commitment to uphold the mission and values of Catholic education
- High School degree; additional qualifications from a Catholic school setting preferred
- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Proficiency with office software (Google Workspace, Microsoft Office), including school-based databases (Finalsite, Powerschool)

- Experience with social media platforms and basic graphic design or content creation skills (Canva)
- Ability to handle confidential information with discretion
- Friendly, professional demeanor with a strong customer-service mindset
- Completion of all required Diocesan Safe Environment clearances upon hire.

Salary range: \$35,000-\$42,000

If interested in this position, please send your cover letter, resume, and three letters of reference to Alicia Farren, principal@bishopmchugh.com.