

Christel House Jamaica is part of a global network dedicated to breaking the cycle of poverty by providing exceptional education and holistic support to students from under-resourced communities. Our integrated model focuses on academics, character development, health & social services, and college & career guidance, ensuring comprehensive support for our students and their families.

We are expanding our team and seeking passionate individuals to join us in making a lasting impact. If you are driven by a desire to empower young minds and contribute to a transformative educational experience, we encourage you to apply for the following position:

Executive Assistant to the CEO (New Position)

Are you highly organized, proactive, and resourceful? This role requires exceptional attention to detail, strong communication and interpersonal skills, the ability to handle confidential information with discretion, and the capacity to manage multiple priorities in a fast-paced environment.

Key Responsibilities Include:

- Manage the CEO's calendar, meetings, and travel (local & international)
- Serve as the first point of contact for internal/external communications
- Draft correspondence, presentations, and reports
- Coordinate executive-level meetings and logistics
- Handle confidential matters with integrity
- Support project tracking, follow-ups, and decision-making
- Maintain organized filing systems and office functions
- Collaborate across departments and represent the CEO professionally

Minimum Qualification

- Bachelors degree in Business Management, Mass Communication, Fundraising or related fields
- Minimum of 2 years of experience as an Executive Assistant supporting senior-level executives, preferably a CEO or equivalent.

To Apply

Please submit your resume, to hr@jamaica.christelhouse.org in your email, please specify the position you are applying for and explain why you are passionate about joining the Christel House Jamaica team.