

# Work at NATIONS!

## Position: Bilingual Secretary

**Section:** Early Childhood Education

**Application Deadline:** December 1st, 2025

**Main responsibilities:** Coordinating and scheduling meetings, parent-teacher conferences, and events for specific grade levels or departments. Managing section calendars and timelines. Support student attendance processes by justifying absences, monitoring tardiness, updating medical certificates in the data management system, and ensuring teachers follow attendance procedures. Assist teachers and assistants with requests for materials and services, such as photocopying and equipment troubleshooting. Preparing, distributing, and filing documents, reports, and communication materials. Collaborating with other departments for transportation, meal services, and extracurricular activities. Assisting in the drafting and distribution of school newsletters, announcements, and other materials. Liaising with parents and guardians to facilitate clear communication regarding school matters.

**Requirements:** Bilingual (fluent in Portuguese and English). Excellent written and verbal communication skills in English and Portuguese. Previous experience in an administrative or secretarial role, ideally within an educational environment. Higher education in a relevant field is a plus. Proficient in office platforms and Google Workspace tools. Ability to prioritize tasks and meet deadlines. Ability to work with a diverse range of people, including students, parents, and staff from different cultural backgrounds. Understanding of the school's values and mission.



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## Equal Employment Opportunity

We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable laws.

All employment-related decisions, including hiring, retention, and promotion, are based solely on an individual's qualifications, performance, skills, and merits relevant to the job requirements.

We encourage people with a disability to apply.

## How to apply

Please send your résumé and a letter of professional reference to our Human Resources department at [recrutamento.externo@edn.org.br](mailto:recrutamento.externo@edn.org.br) by December 1st, 2025.

Please add the position you're applying for to the email subject.

We seek caring, dedicated professionals to contribute to our school community by making a difference in our students' lives.



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## The School

School of the Nations is an international, private, not-for-profit, coeducational school. We are accredited internationally by New England Association of Schools and Colleges (NEASC), and nationally by the Secretary of Education of the Federal District. We provide a rigorous academic curriculum complemented by our moral education program, the arts, and sports. Moral education fosters students' understanding of the dynamic role they play in constructing a peaceful, just, and sustainable society. Students may take preparatory and university-level classes and earn the Brazilian, American, and AP Capstone® diplomas.

## Our History

School of the Nations was established as a place where children from different countries of diverse backgrounds could build a learning community where they could learn to live peacefully together as “world citizens” in a safe, healthy, happy environment while excelling academically through a challenging, college-preparatory curriculum enriched by values and ethics. Our Founders' vision became reality on September 1, 1980.

The school opened with only 17 students and three rented classrooms in the recently built Independent British Institute (IBI). By 1981, the School had grown to 37 students, and classrooms occupied an entire wing of the Presbyterian Institute in Lago Sul, Brasília. Over the next three years, School of the Nations would grow to serve nearly 100 students. In August 1987, the School, with its 140 students, moved to its current location, on a beautiful campus in a peaceful neighborhood in Brasília. In 2002, we inaugurated our second campus, just across from the first, to host our Early Childhood Education program for students from 2 to 6. Our community and school continue to grow. Today, School of the Nations educates over 700 students.

## Mission

Educate students to be world citizens based on standards of academic and ethical excellence to develop their capacities to know, love, and serve humankind.

## Vision

School of the Nations strives to be exemplary among Brazilian and international schools for its commitment to world citizenship and for helping young people develop outstanding academic, ethical and spiritual qualities and a clear understanding of their roles in building a better world.

## Accreditation

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