



Providence Christian School NW

Administrative Assistant Job Description

Providence Christian School NW is a small non-denominational Christian school located in Ferndale, WA. Over the last couple of years, the school has seen significant growth, and currently serves approximately 80 students, which is the most we are able to serve in our current location. We are currently looking for a new home which will allow us to both grow and expand our educational offerings. The founding couple of the school, who have also acted at different times as the Principal, Administrative Assistant, and Bookkeeper for 13 years are retiring at the end of the year. We are creating a new position encompassing a combination of the administrative tasks they performed, some of the secretarial and office tasks currently be handled by part time secretaries, and some new responsibilities we are adding due to the growth of the school.

If after reading the following job description you would like to apply for the position, please submit a resume including past experiences, 2 references (contact information), a brief written account of your faith and walk with Jesus, and a statement of why you would like the position and think you would be a good candidate.

Closing Date

- We are accepting applications until Thursday, May 12, 2022.

Hours

- This is a close to full time position. Hours will be from 7:30 am - 4:00 pm Monday - Thursday, with a 30 minute lunch break during the academic year. (32 hrs /week)
- Additionally, the Administrative Assistant will need to attend the monthly school board meetings (currently every 3rd Tuesday of the month). Meetings are scheduled from 4-5:30, but often go a bit longer. (2 hrs / month)
- The Administrative Assistant will need to be present at the all-school meeting at the beginning of each year to oversee and assist with the enrollment process. (4 hrs / year)
- The Administrative Assistant will assist in coordinating and will attend school functions at end of each semester. (8 hrs)
- Will be available to work on some Fridays as necessary, not to exceed 16 hours/month, to be coordinated with the Principal.

Job Description / Expectations

- Assist the Principal in all school matters as requested
- Attend staff meetings
- Responsible for inputting tuition payments and printing statements for families.
- Responsible for maintaining updated records on the school computer as directed by the School Board Treasurer.
- Send donation receipts and thank-you notes as needed.
- Assist in giving tours to potential new families
- Answer phones, emails, and texts as needed
- Maintain necessary cleaning supplies, office supplies, etc.
- Assist in bookkeeping as directed by the Bookkeeper and Board Treasurer.
- Work with and provide direction for the part time office assistant

- Oversee communication for the staff and board
- Manage an electronic school calendar
- Coordinate scheduling for chapel and after school activities
- Manage online forms, volunteer time tracking, through Hubbli (school website)
- Acting as school Vice-Principal when the Principal is absent
- This is a new position which is being created, and the job description will be evolving. The person who is chosen for this position will be expected to help define some of the job.
- This position has reduced hours during the summer months, which are still being worked out.
- Confidentiality is mandatory and expected.

Qualifications / Requirements

- Must be a committed follower of Jesus.
- Must have experience in group, non-profit, or corporate administration.
- Must be able to work proficiently in Microsoft Office and Google Docs
- Must have some bookkeeping experience. QuickBooks experience is preferred, but training will be provided.
- Must have or be willing to get First Aid certification by the start of school (Fall, 2022).
- Must like people, especially students and their families, and have good relational skills.
- Must be good at problem solving and able to interact with coinciding multiple issues
- Background checks will be processed before hiring confirmation.

Pay

- \$25/hr
- 1 child may attend the school at no charge

Start Date

- The job will begin on June 6, 2022 which will be reduced hours (to be determined) and begin with some training. Other tasks include: enrollment, organizational tasks, and meetings, and then will move to full time (32 hours) starting Monday, August 15, 2022.