



## **New Life Christian School**

### **Administrative Assistant Job Description**

#### **Role and Responsibilities**

New Life Christian School is looking for an administrative assistant for the 2021-2022 school year. The administrative assistant supports the school's leadership effectiveness by providing competent service and assistance.

#### **Spiritual Qualities**

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God - our standard for faith and practice.
- Believe and actively support the school's Statement of Faith.
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Actively participate in a local Bible-believing church.
- Motivate students to accept God's gift of salvation and be a Christian witness and role model to them to help them grow in their faith.

#### **Professional Qualities**

- Possess a high school diploma or a GED equivalent.
- Demonstrates exceptional verbal and written communication skills.
- Demonstrate superior technology skills in Microsoft Office and Google Suite.
- Have knowledge of office procedures, be a good multitasker, and take the initiative.

#### **Personal Qualities**

- Maintain positive, encouraging relationships with the school community.
- Possess the necessary customer service and public relations skills to market the school to potential families and the public.
- Demonstrate excellent communication, interpersonal skills, and discernment.

#### **Office Responsibilities**

- Manage administrative and school correspondence.
- Accommodate walk in school business and information requests.
- Assist Office Manager in office functions.
- Produce schoolwide communication, such as newsletter, annual school calendar, in-house calendar, class list and handbooks.
- Keep updated calendar of school events, field trips and activities.
- Provide support for open houses and tours on campus.
- Implement all policies and procedures of the Administration.
- Ensure proper sign in and out of all parents and visitors.
- Accept other duties as assigned for the successful operation of NLCS.

In order to be considered for a position, we require a completed application form, which can be found on our website: <https://www.newlifecs.org/about/employment-opportunities/>