

Position: Part-Time School Secretary

Location: Monroe County Christian School, Columbia, IL

Qualifications:

- Bachelor's degree

Description: Monroe County Christian School is hiring a part-time secretary. Candidate must be an enthusiastic Christian who is ministry-minded and devoted to Christian education. It will be the desire of this person to see that their service here glorifies the name of Jesus Christ through word and action and that their work with other staff members is professional, caring and thoughtful. Responsible for providing administrative support to the principal and staff of MCCS. Reports to the principal.

Working days:

- Mon-Friday School Calendar Days
- No pay on snow days, school holidays, breaks, or summer
- Exception: Additional hours required one week prior to school beginning and one week following school year end.

Hours: 4-5 hours daily, average of 20-25 hours per week

Hourly pay: ~\$18/hour

Responsibilities include:

- Maintain confidentiality of all records and issues handled in the assigned areas.
- Perform administrative duties: preparing correspondence and reports, managing email, answering telephone, ordering supplies, processing the mail, using the school information system, tracking payments, etc.
- Politely greet all guests to the building and direct accordingly.
- Assist with clerical work and arrangements during fundraisers, events, and campaigns. This may include updating spreadsheets, scheduling social media posts, copying, mailing, processing payments, etc.
- Be a team player and willing to assist co-workers and "pitch in" when needed.
- Be imaginative, creative, energetic and demonstrate genuine Christian character.
- Follow a daily goal list while being flexible enough to meet the individual needs of each student, staff, member, and visitor.
- Must be organized and be able to prioritize while adapting to variable circumstances as they arise.
- Participate in select event(s) outside of the regularly scheduled work day: Ex.) Open House, Trivia Night
- Learn and follow safety protocols, complete any required training: Ex.) CPR, first aid
- Perform other related duties as assigned

Skills

- Excellent written and verbal communication skills.
- Excellent organizational skills, detail oriented, ability to prioritize and multitask to meet deadlines.
- Ability to be self-motivated and work independently with minimum supervision.