

SCHOOL ADMINISTRATOR

General Description

The school administrator is administrative and spiritual support to the school principal. Responsible for daily administrative tasks that help the school run efficiently and communicate with parents and staff. The school administrator is responsible for ordering curriculum and managing tuition. Additional administration tasks are also part of the role.

Job Functions Include

- Daily Administrative tasks
- Managing monthly school bills and ordering curriculum
- Managing school-parent communication
- Planning events and trips
- Managing school calendar
- Support Principal in an administrative capacity

Education and Experience

The successful candidate will be someone passionate about Christian education with the ability to manage and administrate effectively. They will possess excellent written and verbal communication skills. They will be a highly motivated, self-starter, and able to task projects in an efficient, prioritized, and organized manner. Understanding the importance of confidentiality is essential. They will be a spiritually-minded, creative thinker.

Basic skills in Microsoft Word and Excel are required with the ability to learn Slack and Canva. In addition, training will be given for our church databases, Church Community Builder and Planning Centre as well as our task/project management software, Nozbe.

Position Structure and Level: 3 Days a Week, Salary \$16,000

Direct Overseer: School Principal

Direct Reports: School Staff, Students and Volunteers

Please email your resume to marisa@findhope.tv by May 29, 2022