



Lynden Christian Schools

JOB DESCRIPTION

- Position:** Central Office Assistant
- Responsible To:** Assistant to the Superintendent
- Works With:** Superintendent, Director of Finance and Administration, Director of Community Development, Accounting Department, Administrative Assistants, LCS Employees, and the LC community
- Position Hours:** This is a part-time position*, 0.83 FTE. Following central office hours, which is open each school day, professional development days, Christmas and spring breaks, and summer break. Hours are shortened during breaks.
*This position could be shared between two people.
- Compensation:** \$16/hour

Position Summary: The office assistant is responsible for supporting staff, parents, students, and community in a welcoming, professional manner: keeping the office clean and organized, office supplies available, and working with other office staff daily. This person drives efficiencies and best practices for office management. This position requires an individual with a proven ability to work in a shared office while being detail-oriented, prioritizing effectively, communicating clearly, and delivering results.

Qualifications:

Character Profile

1. Model a commitment to the Lord Jesus Christ, a church, Christian Education, and the mission of Lynden Christian School.
2. Demonstrate Integrity and professionalism, while maintaining confidentiality.

Knowledge, Skills and Abilities

1. Excellent public relations skills including courteousness, tact, and good verbal communications; ability to build and maintain rapport
2. Excellent communication skills (verbal and written)
3. High degree of integrity; always maintain respect for confidential information.
4. Ability to efficiently prioritize work in a multi-task environment
5. High degree of organizational skills
6. Works well in a team environment
7. Detail-oriented; high degree of accuracy
8. Computer literate with proficiency in Microsoft Office 365, including Word, Excel and Outlook
9. Proven ability to work independently and be self-motivated; also work cooperatively with other office personnel, LCS staff, and the community



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Responsibilities:

1. Greet incoming visitors and assist them, if needed.
2. Answer incoming calls to LCS and related phone messages; LCS phone system training
3. Answer questions regarding school related issues
4. Assist with TRIP program and work with TRIP volunteers
5. Keep office organized (sanitation when needed)
6. Work with all office staff in projects and processes
7. Update staff, student, and donor databases; troubleshoot student information system program in FACTS
8. Protect organization by keeping information confidential.
9. Coordinate rental and special use of facilities; work with custodial team, music director and/or AD
10. Add tuition payments at the end of each day
11. Collect and distribute office mail and interoffice mail
12. Post outgoing mail and maintain postage meter
13. Copy editing for written communication
14. Administrative duties for Accounting Department, HR Department, Development Department, and some for Superintendent and Assistant to Superintendent, as well as the LCS Endowment director
15. Manage copier maintenance and supplies
16. Manage high school TAs
17. Other related duties as assigned

General Physical Requirements & Work Conditions:

1. Primary work is performed within central office setting but also includes work throughout LCS campus and related activities.
2. Position requires sitting for long periods of time and hand manipulative skills for word processing and writing.
3. Some bending and stooping with minimal lifting up to 30 pounds.
4. Must be able to hear verbal conversations over the phone and in-person with background noise.
5. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.