

# Lynden Christian Schools

## Director of Development Assistant JOB DESCRIPTION

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<b>JOB TITLE:</b>	Director of Development Assistant
<b>REPORTS TO:</b>	Director of Development
<b>FTE:</b>	.50-.75 FTE – Following central office hours, which is open each school day, professional development days, Christmas and spring break, and summer break. Hours are shortened during breaks.
<b>STATUS:</b>	NON-Exempt/Hourly

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### **POSITION SUMMARY**

This position is responsible for providing high levels of support to the Director of Development. Duties are to be performed in accordance with the policies and regulations developed by the Lynden Christian School Board and increased exposure through social media platforms. The development assistant is an essential member of the development and central office team.

### **ESSENTIAL JOB RESPONSIBILITIES**

#### **Promotions Team**

- Support efforts to promote Lynden Christian School and Christian education both internally and externally by bringing new and creative ideas, strategies, and brand storytelling to the team.
- Work closely with the development director to support the efforts of the office. Attend the weekly team meetings.
- Proficient with photography and video editing for social media and presentations.
- Gather information to create *Home Bulletin* newsletter on a regular basis; communicate deadlines.
- Work with our graphics person to create newsletters and make revisions.
- Promote and publicize school events, Friends of LC events and other accomplishments.
- Editing of website content, as part of the Development Office team.

#### **Admissions**

- Assist with enrollment process, review application, take families on campus tours, schedule new student testing with buildings.

#### **Fundraising**

- Help create correspondence, publications and other materials for fundraising campaigns.
- Help to identify target groups for fundraising.
- Assist Development Office with appreciation of donors.
- Help coordinate fundraising efforts.

## **Website/APP**

- Manage and maintain online content; keep information and photographs up-to-date. Work with WordPress website.
- Manage and maintain the school App.

## **Social Media**

- Maintain all school social media accounts including Facebook and Instagram. Work together with development director and promotions team to connect society with stories that portray the mission of the school. Keep content consistent, missional, and meaningful.
- Post promotional events as appropriate.
- Maintain Smug Mug account, keeping photos archived and organized.
- Take photographs/video that represent all grade levels, interests and activities of students at Lynden Christian School to be used for marketing and advertising purposes.

## **Graphic Design**

- Create promotional and advertising materials
- Create annual school directory and advertisements
- Create materials for Friends of Lynden Christian events, activities, fundraisers, etc.
- Create other miscellaneous materials related to Lynden Christian School.

## **Support Staff in Central Office**

- Greet and help guests in a friendly manner.
- Help answer telephone calls.
- Serve as a backup for Central Office staff, as needed.

## **Other**

- Knowledgeable and comfortable with the use of technology.
- There are times in which the Development Assistant becomes involved in programs and activities not specifically listed in the job description. The Development Assistant will work closely with the Development Director, as needed.

## **QUALIFICATIONS**

### **Character Profile**

- Model a commitment to Jesus and his church, to Christian education, to the mission of Lynden Christian, and to the local community.

### **Education, License, and Experience**

- High school diploma and some post-secondary education. Bachelor's degree preferred.
- One year or more of graphic design experience.

- Other combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

### **Knowledge, Skills, and Abilities**

- Excellent public relations skills including courteousness, tact, and good verbal communications; ability to build and maintain rapport.
- Excellent communication skills (verbal and written); proficiency in business English (composition, grammar, punctuation, and spelling).
- High degree of integrity; always maintain respect for confidential information.
- Strong work ethic and ability to efficiently prioritize work in a multi-task environment.
- High degree of organizational skills, detail-oriented; high degree of accuracy.
- Willingness to learn and problem solve.
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, OneNote, and Teams; ability to easily learn new specialty software.
- Proven ability to work independently and self-motivated; also work cooperatively with other office person.

### **License and Certification**

- Valid driver's license and proof of insurance at the time of hire and vehicle available for work-related travel.

### **Conditions of Employment**

- **Work Year:** 2023-23 school year
- **Hours:** .75 % FTE, 30 hours a week, Monday through Friday 8:00 am-4:30 pm during the school year and summer hours Tuesday through Thursday 8:30 am – 2:30 pm.
- **Starting Date:** As soon as possible
- **Salary:** \$17.50 to \$20.50 depending on experience
- **Benefits:** This position does qualify for healthcare benefits, retirement benefits, and vacation benefits. Employee qualifies for up 60 hours of sick leave and 18 hours which can be taken as personal leave per school year. (Days of sick leave and personal leave are prorated based on employee start date)

### **GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS**

Primary work is performed within office setting but also includes work throughout LCS campus. Position requires sitting for long periods of time and hand manipulative skills for word processing and writing. Some bending and stooping with minimal lifting up to 30 pounds. Must be able to hear verbal conversations over the phone and in-person with background noise. 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 principal 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.*