

Lynden Christian School

Multimedia Designer and Central Office Assistant JOB DESCRIPTION

JOB TITLE:	MULTIMEDIA DESIGNER AND CENTRAL OFFICE ASSISTANT
REPORTS TO:	Development Director
FTE:	Part-time - 50% FTE - year-round, following central office hours
WAGE:	\$17- \$22 DOE
BENEFITS:	Medical, Dental, Vision, Pension, Life Insurance

POSITION SUMMARY

This position is responsible for providing high levels of graphic design, social media messaging, website management, presentations, and school promotional materials. This position also performs central office assistant work.

ESSENTIAL JOB RESPONSIBILITIES

MultiMedia Designer

- Develop and produce multimedia pieces
- Meet with and discuss project requirements with other departments
- Identify and troubleshoot design issues in a timely fashion
- Create social media posts that support and promote the mission of LCS
- Design presentations for administration
- Manage, improve, and update the website
- Create and edit content for the website, presentations, promotional materials, and school correspondence

Central Office Assistant

- Greet incoming visitors and assist them, if needed.
- Answer incoming calls to LCS and related phone messages; LCS phone system training
- Assist with TRIP program and work with TRIP volunteers
- Update staff, student, and donor databases; troubleshoot student information system program in FACTS
- Protect organization by keeping information confidential.
- Coordinate rental and special use of facilities; work with custodial team, music director and/or AD
- Add tuition payments at the end of each day
- Collect and distribute office mail and interoffice mail
- Post outgoing mail and maintain postage meter
- Perform administrative duties for Accounting Department, HR Department, Development Department, and some for Superintendent and Assistant to Superintendent, as well as the LCS Endowment director
- Manage copier maintenance and supplies
- Perform other related duties as assigned

QUALIFICATIONS

Character Profile

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

Knowledge, Skills, and Abilities

- Graphic design training and experience as well as other multi media design such as websites, social media, and presentations
- Knowledge, skills, and strengths that are complementary to the development team and central office staff.
- Knowledge of current office management practices and procedures.
- 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 graphic design software and 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-motivate; also work cooperatively with other office and school personnel.

GENERAL PHYSICAL REQUIREMENTS & WORK CONDITIONS

Primary work is performed within the office setting but also includes work throughout LCS campus. Must be available to attend occasional evening Board and committee meetings. 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 people at a distance and read fine print in 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.

Lynden Christian School

APPLICANT INSTRUCTIONS

Thank you for your interest in Lynden Christian School. We value your time and appreciate your efforts to provide us with all the information below. We would like you to know that it is the policy of Lynden Christian School not to discriminate on the basis of race, color, national origin, sex, age, or disability in employment, nor in its programs or activities as required by federal and state laws (to the extent applicable to the school). As a religious educational institution, Lynden Christian School does reserve the right and responsibility to select individuals whose beliefs are consistent with our mission.

As part of the application process, please **complete the application form located on the website in the employment tab and submit it with a cover letter and resume**. Please address the points below in your cover letter, limiting your letter/response to two pages:

- Describe your relationship with Jesus Christ.
- Tell us about yourself, your background, and why you are interested in serving at Lynden Christian School.
- Describe your specific talents, abilities, and gifts as it relates to the position.

Please provide three references with current phone numbers and one reference should be your Pastor or Elder.

Once your application is complete, it will be sent to the hiring committee for review. After reviewing all completed applications, the hiring committee will contact those with the desired qualifications for an interview.

APPENDIX

MISISON OF LYNDEN CHRISTIAN SCHOOL

The mission of Lynden Christian School is to be an effective instrument of God. Together with Christian parents and the church, we educate children and young people so that they may grow and mature into perceptive and caring Christians. Finally, our goal is to produce citizens who will have a transforming influence in the world.

CONSTITUTION OF LYNDEN CHRISTIAN SCHOOL

ARTICLE II: BASIS

The basis of this Society is the infallible Word of God as interpreted by the Reformed Standards.

The Society is governed by the following guiding principles:

- (a) That all things have been created to the end that the Triune God may be glorified in and through them;
- (b) That God by His wise covenant arrangement has appointed the parent to be responsible for the training of the child to the end that God and His glory shall be central and supreme in life's total experience;
- (c) That the training of the child shall be continued under the parent's responsible supervision in a school that carries out the basic God-honoring, God-centered program begun in the home.

ARTICLE III: PURPOSE

The purpose of the Society is to maintain a school for the daily instruction of our children, such instruction to be in accordance with Art. II and directed toward the end that these children may occupy their places worthily in society, church, and state.

STATEMENT OF BASIS AND PRINCIPLES

The basis of Lynden Christian School is the Scriptures of the Old and New Testament, the infallible Word of God, as explicated in Reformed creedal standards. On this basis we affirm the following principles for Christian education:

THE BIBLE: That God by His Holy Word reveals Himself; renews man's understanding of God, of man himself, of his fellow man, and of the world; directs man in all his relationships and activities; and therefore guides His people also in the education of their children.

CREATION: That in their education children must come to learn that the world, and man's calling in it can rightly be understood only in their relation to the Triune God who by His creation, restoration, and governance directs all things to the coming of His kingdom and the glorification of His name.

SIN: That because of man's sin, which brought upon all mankind the curse of God, alienates him from his Creator, his neighbor, and the world; distorts his view of the true meaning and purpose of life; and misdirects human culture; man's sin also corrupts the education of children.

JESUS CHRIST: That: through our Savior Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

SCHOOLS: That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task.

PARENTS: That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

TEACHERS: That Christian teachers, both in obedience to God in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

PUPILS: That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that the endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.

COMMUNITY: That because God's covenant embraces not only parents and their children but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's kingdom, it is the obligation not only of the parents but also of this Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.

EDUCATIONAL FREEDOM: That Christian Schools organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to their principles.

Lynden Christian School's Position Statement on the Sanctity of Human Life

Because human beings are created in the image of God their Creator, we affirm the following:

Each human being through the whole course of life, from their beginning in their mother's womb (see Psalm 139:13-16) through death, possesses God-given worth as His image-bearer, and is thus worthy of care and protection from the beginning of life until death.

Lynden Christian School's Position Statement on Human Sexuality and Gender Identity

Because human beings are created in the image of God their Creator, we affirm that all humans, male and female, homosexual, heterosexual, bisexual or otherwise have inestimable value and must be treated with dignity and respect.

As a community that seeks to be an authentic biblical community, Lynden Christian Schools is committed to addressing all issues of human sexuality and gender identity with grace and truth.**

We also affirm that one need not approve of a person's behavior in order to love them in Christ. God loves sinners, including those who sin differently than we do.

Lynden Christian School affirms the following interpretive framework regarding God's intent for human sexuality:

- A. The Creator's intent for human sexuality finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent in human sexuality, sexual experience is intended to be celebrated between a man and a woman within that covenant union.

- B. Same gender and heterosexual lust is a condition contrary to God's created order which reveals the brokenness of our sinful world and the effects of sin on God's perfect intent for human sexuality. Being attracted to persons of the same sex is not culpable or sinful.
- C. Hetero-sexual practice outside the covenant of marriage and all homo-sexual practice is incompatible with the will of God as revealed in scripture and is sin demanding confession and repentance.
- D. God created two genders - male and female - determined biologically at birth.
- E. None of us has measured up to God's perfect will for our sexuality, and thus we are all in need of, and able to receive, abundant grace and forgiveness through our Savior Jesus Christ.
- F. We will communicate and uphold God's standards for human sexuality and gender identity with grace, mercy, compassion and equity.

In light of the above framework, Lynden Christian School commits itself to the following standards of Christian practice:

- A. Exercising patient understanding of and compassion for all students struggling with any issue of sexuality or gender identity.
- B. Ensuring an environment that is free from discrimination.
 - i. No student, heterosexual or homosexual, will be pressured to disclose their sexual orientation.
 - ii. No student will be expelled or excluded on the basis of their same gender attraction.
- C. Insisting upon an atmosphere that is a safe learning environment for all students.
 - i. Physical assault, harassment (snide remarks, jokes, innuendo, slogans, disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated. This policy extends to gestures, emails, text messages, notes and any other written or electronic form of threat or harassment.
 - ii. Gay or anti-gay militancy is regarded as incompatible with Christian community and therefore will not be tolerated.
 - iii. Public displays of affection between couples will not be allowed.
- D. Providing all students with the following:
 - i. A compassionate venue in which to engage in authentic dialogue about the very real, confusing and often painful issues related to human sexuality and gender identity.
 - ii. The assurance of confidentiality except in instances of suicidal ideation or other self-harming behaviors.
 - iii. School counselors who will offer biblical guidance, resources and options for referral for counseling.
 - iv. An assurance that the dignity of all students and families will be guarded.
- E. Acknowledging our own human frailty and dependence upon Christ for his humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

** Lynden Christian Schools has established this Position Statement on Human Sexuality and Gender Identity for a variety of reasons:

- To give clarity for staff, students, and families around these topics
- To provide direction for instruction around these topics
- To protect the organization legally, particularly in areas of employment and enrollment
- To direct policy making

* We acknowledge with gratitude the influence of the following institutions upon the writing of this document

- Society of Christian Schools In British Columbia, *Same Gender Attraction: A Discussion Among Our Christian School Communities*
- Seattle Pacific University, *Statement on Human Sexuality*
- Unity Christian School, *Guidelines for Respecting Diversity*

- Christian Reformed Church of North America, *Committee to Study Homosexuality, Report 42, art. 53*
- Christian Reformed Church of North America, *Pastoral Care for Homosexual Members*
- Edmonton Christian Schools, *Staff Guidelines for Creation a Safe and Caring School for Lesbian, Gay, Bisexual and Transgendered Students*