

ELC Office Assistant

St. John's Early Learning Center

ROLES AND FUNCTION OF OFFICE ASSISTANTS:

- Serves in the ELC Office as an administrative assistant, directly supports ELC Director
- Individual must demonstrate a mature Christian witness and responsive caregiving for young children
- Position is part-time, year-round, paid hourly

ACCOUNTABILITY:

- Works directly under the supervision of ELC Director or Assistant Director
- Serves as a team member with all other ELC personnel in developing and implementing an effective total ministry
- Team relationships will be characterized by loyalty, respect, and cooperation in a common purpose and ministry in Connecting People with Jesus
- Adhere to guidelines of Staff Covenant

REQUIRED QUALIFICATIONS:

- Must be able to pass criminal background check
- Basic computer and typing skills
- Familiarity with basic computer hardware, such as printers, scanners, and fax machines
- Software proficiency
 - Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - Google Workspace (Docs, Sheets, Slides, Gmail, Calendar)
- Familiarity with online design and communication platforms, such as Canva, or similar
- Comfortable with email and calendar management
- Preferred experience working in Early Childhood Education or other school administration role
- Christian affiliation—all other factors being equal, preference in hiring will be given as follows:
 - Contracting an individual who is a member at St. John's Lutheran Church, or is willing to become a member
 - Contracting an individual who is from the community and affiliated with another Christian congregation

RESPONSIBILITIES:

- Answers phones, takes messages, and responds to emails and other inquiries
- Schedules and provides tours for prospective families
- Provides a positive experience for St. John's families, visitors, and employees
- Assembles digital weekly ELC newsletter
- Designs monthly lunch and snack menu to display in classrooms
- Monitors school entrance—letting approved persons into the building and directing them or escorting them where necessary
- Makes and distributes copies
- Fills in with Kitchen responsibilities, as needed
- Organizes and maintains both physical and digital files
- Orders office, art, classroom, and kitchen supplies, and ensures the office is well-maintained
- Assists other staff members with administrative tasks
- Attends school events and participates in required ELC staff meetings/trainings
- Holds current First Aid, CPR, and Universal Precautions Certification
- Attends worship services faithfully
- Demonstrates faith in Jesus to all under his/her direction and care
- Performs other duties as requested by ELC Director or Assistant Director

DAYS TO WORK:

- Monday, Wednesday, and Friday, or other variation of days during the week, as needed
- Shifts will be approximately 7 hours, 8:15 AM to 3:15 PM
- Hours may vary, based on the program's needs and candidate's availability

PAY:

- Varies based on education and experience
- Starting pay is \$19.33 per hour