

## ***MCCS Main Office Secretary/Receptionist***

Mount Calvary Christian School of Elizabethtown, PA is taking applications for a full-time, 10-11 month, secretary/receptionist in the MCCS main office. Salary for the position will be determined by experience and also includes a tuition reduction for enrolled children. Email resumes to [info@mcchristianschool.com](mailto:info@mcchristianschool.com).

### **Job Specifications:**

To qualify for this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications and requirements listed below are representative of the knowledge, skill and/or ability required.

### **Minimum Qualifications and Requirements:**

We seek a committed Christian with previous office experience. The candidate will need to interface with the public by phone and email, answer questions, be solutions oriented, balance multiple tasks, maintain/improve office routines, type documents, and greet students, parents, and visitors. Intermediate to advanced computer skills are necessary, as well as working in MS Office Suite and Google Office Suite. If the candidate is not familiar with the FACTS/Renweb management system, s/he will be required to learn. The candidate must have availability Monday through Friday (7:30a.m.-3:30 p.m.), 10-11 months per year. The ability to maintain positive communication with both parents and students is also required. Additional duties include but are not limited to: teacher-support logistics, printing/copying, scheduling, meeting/event support, attendance monitoring, school forms management, copier oversight, mailings, schedules, report card production, supply ordering, and end-of-year processes. This job is an at-will appointment. Preference will be given to individuals who have secretarial experience. Employees are expected to follow the directives of the school leadership and administration. Interpersonal skills and relational professionalism are essential to this post. The candidate must possess a strict confidentiality ethic. Experience in graphic design is preferred.

### **Spiritual Qualifications:**

1. Be a born again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
- 2.. Be in agreement with the school's published doctrinal position.
3. Possess the qualities of Christian leadership and servanthood. Although this individual will not be functioning in a pastoral capacity, we desire that all staff aspire to the highest levels of character (1 Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27 and Mark 9:35).

## **Working Conditions & Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels speak in audible tones so that others may understand clearly; physical ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

## **Application Process**

Interested candidates should visit our website: [www.mcchristianschool.com](http://www.mcchristianschool.com) to see if you fit the culture of our school. Please send an initial cover letter and résumé to [info@mcchristianschool.com](mailto:info@mcchristianschool.com). If you have previously applied to MCCS and we have an application on file, please simply send us an updated resume and cover letter. Selected candidates will then be asked to complete the Non-Instructional Application found on the school website [www.mcchristianschool.com](http://www.mcchristianschool.com).

We are accepting candidate materials starting immediately and will likely be interviewing quality candidates through March. However, positions are open until filled, and the time frame is a tentative one. Mount Calvary Christian School is certified by the Association of Christian Schools International and the Middle States Association of Colleges and Schools Committee of Institution-Wide Accreditation.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions or other related duties as assigned by the administrative staff.*

*Mount Calvary Christian School reserves the right to update, revise or change this job description and related duties at any time.*