

Job Title: Temporary Project Coordinator - MCCS West Campus

Supervisor: Superintendent, Director of Maintenance, Trustee Chairman

Job Classification: Temporary (February 1, 2023 until approximately September 1, 2023), Part-time, Non-Exempt, Approximately 18-24 hours per week.

Job Summary: Mount Calvary Christian School of Elizabethtown, PA has an opening for a Temporary, Part-time Project Coordinator. Working in conjunction with the Mount Calvary Christian School Administration, the Project Coordinator will serve as the lead point of contact to successfully manage the transition of Mount Calvary Christian School's 2-5th grade operations to a newly acquired facility scheduled to open for students in late August 2023. An agreed upon hourly rate will be established prior to hiring, and is commensurate with experience.

The Project Coordinator will be the primary individual responsible for successfully preparing a newly acquired elementary school building for operations beginning in August 2023. The candidate will need to exhibit an ability to collaborate with school staff, but also work independently. Previous experience coordinating operational transitions is preferred.

Essential Duties:

1. Scheduling: Establish a work schedule to ensure the facility is ready for staff/teacher move-in by August 1, 2023.
2. Actively participate in the preparation of the facility for a Fall 2023 opening.
3. Financial Oversight: Work collaboratively for the financial management of the project.
4. Resource Management and Acquisition: Allocate already-acquired resources so as to minimize the expense of the project. Procure resources necessary to keep the project moving forward.
5. Public Interface:
 - a. Interface with school leaders (Administrators, Food Services, Facilities, Teachers, Marketing/Community Relations) to ensure that the new campus maintains the look and feel of Mount Calvary's already-existing campus.
 - b. Interface with hired vendors and contractors, being available to meet with vendors in order to provide access to the facility.
 - c. Interface with the school community and church community to establish group work days.
 - d. Communicate opportunities to the school and church community about upcoming opportunities to assist with this project.
6. Risk Management: Identify potential problems with the project and proactively communicate those issues to the school's leadership.

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 to see if you fit the culture of our school. Please send an initial cover letter and résumé to Megan Jordan at info@mcchristianschool.com. Selected candidates will then be asked to complete the Non-Instructional Application found on the school website www.mcchristianschool.com.

We are accepting candidate materials starting immediately and will be interviewing quality candidates until the position has been filled. 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.