



ADMINISTRATIVE ASSISTANT TO PRESCHOOL DIRECTOR

Part-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing administrative support for one or more ministries at OHC.

DEPARTMENT

Preschool Crownridge

REPORTS TO

Preschool Director

DIRECT REPORTS

None

WORK WEEK

Monday, Wednesday,
Friday

HOURS PER WEEK

19

FLSA

Non-Exempt

JOB CLASS

Para-Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Answers phone, e-mail, and website requests.
2. Supports Director with administrative duties, including filing, record keeping, copying, and distributing materials. Proofreads and edits documents.
3. Provides door security for parent/child drop-off and pick-up.
4. Prepares online registration, sets up and manages preschool database accounts.
5. Collects money, prepares deposits, processes reimbursements, and keeps record of all financial transactions, informing Director if accounts fall in arrears.
6. Assists with preschool promotional information.
7. Coordinates event and program activities to include room reservations and set-up, technical and audio requirements, refreshments, and handouts.
8. Assists with event planning, implementation and assessment of activities, conferences, meetings/luncheons, staff trainings, and special events.
9. Completes forms and information required by state licensing, maintains student files, and updates electronic documents and database files.
10. Develops best reporting methods and runs reports.
11. Steps into a classroom in a teacher's absence for short periods of time.
12. Provides administrative support to Teachers.
13. Acts on behalf of Director in Director's absence.
14. Other duties and responsibilities as assigned.



ADMINISTRATIVE ASSISTANT TO PRESCHOOL DIRECTOR

Part-Time

OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values, and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment (preferred).

MINIMUM QUALIFICATIONS

1. High School diploma or GED. Two (2) years of college preferred.
2. Two (2) years of para-professional, bookkeeping, or administrative experience.
3. Experience can substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of principles of organizational and administrative practices.
2. Knowledge of computer office applications and equipment.
3. Knowledge of basic accounting principles.
4. Knowledge of English grammar and vocabulary.
5. Knowledge of research and arithmetical methods.
6. Ability to work independently with limited supervision.
7. Available to work with occasional flexibility in schedule.
8. Ability to discern and maintain confidentiality.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with ministry volunteers.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: JUNE 2021