



# NORTH HILLS CHRISTIAN SCHOOL

EQUIPPING HEARTS AND MINDS OF STUDENTS TO IMPACT THE WORLD FOR CHRIST

## Executive Assistant

### Position Overview

The Executive Assistant will perform a variety of office, administrative, and secretarial duties for North Hills Christian School. Position reports to, and performance is evaluated by, the Executive Director.

### Required Personal Qualities

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith

### Minimum Qualifications:

- High School Diploma

### Preferred Qualifications:

- Bachelor's Degree

### Essential Job Functions

- Maintain Executive Director's schedule
- Manage administrative assistants across campus and ensure desk coverage
- Purchasing Agent. Order all supplies including curriculum, classroom supplies, furniture, technology, and maintenance supplies
- Maintain organizational memberships (ACSI, Cognia, etc.) by assisting with the preparation of annual accreditation and state reports
- Maintain the school's strategic plan, submitting an updated report to the Executive Director and Board monthly
- Prepare teacher contracts, as directed
- Maintain FACTS and physical employee records according to school policy
- Draft, oversee, and maintain the school and facility calendars
- Interface with other employees and contractors on behalf of the Executive Director
- Oversee preparations for ACSI convention, teacher retreats, and/or student retreats
- Maintain inspection records, ensuring that the school is compliant with local and state requirements



# NORTH HILLS CHRISTIAN SCHOOL

EQUIPPING HEARTS AND MINDS OF STUDENTS TO IMPACT THE WORLD FOR CHRIST

- Conduct general office work, including preparation of paperwork for meetings, filing, copying, etc.
- Draft presentations on behalf of the head of school, as assigned

## **Working Conditions**

- Office environment
- Occasional night and weekend work required

Please submit resume, cover letter, and completed employment application to Suzanne Thibodeau, [sthibodeau@northhillschristian.com](mailto:sthibodeau@northhillschristian.com).