

Office Assistant- Elementary School (Temporary)

Valley Christian Schools is seeking a temporary Office Assistant for the Elementary School Campus to finish out the 2023-2024 school year. The VCES Office Assistant performs clerical and administrative tasks in support of the ES office. The office assistant interacts with and assists students and parents who visit or contact the elementary school office. The incumbent responds to correspondence, and performs filing, appointment setting, recordkeeping, and any other tasks to assist in keeping the office organized, neat, and running smoothly.

The preferred candidate will be:

- Committed Christian who lives out his/her faith daily
- Committed to Christian Education
- Friendly and articulate
- Able to meet people comfortably and confidently
- Excellent organizational skills
- Ability to multitask
- Mastery in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Enjoy interacting with adults and children
- Handle emergencies well
- Work well with others
- Excellent work ethic
- Respect confidentiality
- Flexible and versatile
- Supports the Mission and Doctrinal Statement of Valley Christian Schools

Applicants must profess faith in Jesus Christ and be active members of a local Protestant Christian church community. This position is temporary, but could lead to a long term position. The pay range is \$16.07-21.51 per hour.

For consideration, applicants must be willing to complete a LiveScan/fingerprinting and a drug screen. Please submit resumes and inquiries to hr@vcschools.org Attn: ESOA0424

Valley Christian Schools is a non-profit 501(c)3 religious organization and does not discriminate in employment opportunities or practices on the basis of race, color, national origin, age, disability, or any other characteristics protected by law.