

**The Christian Academy
at Ben Hill United Methodist Church**

Administrative Assistant

The Christian Academy at Ben Hill United Methodist Church is seeking an Administrative Assistant for its Bright from the Start licensed Christian Preschool Academy. The Christian Academy is a thriving weekday ministry of the Ben Hill United Methodist Church and is located in Southwest Atlanta. There is an enrollment of approximately 93 students ranging from one to five years of age and a teaching and support staff of 20.

The qualified candidate must be an individual that has dedicated his/her life to Christ and has been called into ministry with children. In this role, the Administrative Assistant will be the primary point of contact in the absence of the Academy Director.

The Administrative Assistant will report directly to the Director of the Academy.

PROFESSIONAL RESPONSIBILITIES:

The Administrative Assistant will:

- Communicate in person and via other forms of correspondence with Academy parents, members of the PTA and staff;
- Order and maintain supplies and equipment including inventory logs;
- Schedule appointments for the Director and maintain the Director's calendar;
- Manage incoming and outgoing mail;
- Maintain the office filing system;
- Develop correspondences as directed by the Director;
- Coordinate all administrative and clerical responsibilities;
- Prepare all invoices and requisitions that require payment for the Directors' approval and signature;
- Provide tours to the families of prospective families and welcome new students to the Academy;
- Maintain accurate student attendance records at all times; Submit weekly CAPS report;
- Make all required submissions to Bright from the Start and GA DECAL in a timely manner as outlined by the Agency and the Director;
- Execute general office administrative responsibilities (e.g., managing monthly reports from ProCare, maintaining tuition payment/delinquency reports in real time; maintaining student and staff files;

- Assist the Director in the performance of daily operations which include, but are not limited to, licensing reports; school-parent relations; preparation and registration for the new school year/summer camp; assisting with enforcement of policies and procedures for program operations (e.g., admissions, attendance, and tuition, etc.);
- Assist with the coordination of curricula and other educational resources;
- Assist with the management of data relative to compliance, initial and renewal accreditation processes and daily operational management in accordance with Bright from the Start regulations and those of other appropriate accrediting agencies;
- Provide support in addressing the changing needs of the school relative to specific function areas e.g., facility maintenance; enrollment; staff, parents, child relations; and health and safety);
- Serve as a substitute teacher, as needed, in the classroom for any age group (First Scholars through Kindergarten);
- Attend staff meetings and Advisory Board meetings, as needed;
- Collaborate with the Director to develop instructional staff activities and training;
- Assist the Director with Academy marketing efforts; and
- Perform other professional duties and responsibilities as assigned by the Director.

REQUIREMENTS:

- Associates degree or above preferred; High School diploma or GED equivalent accepted
- Satisfactory criminal background check (finger printing)
- Minimum of three years experience in an administrative support position (e.g. secretary, office manager, administrative assistant or comparable position)
- Proficiency in the use of generally recognized office computer applications, including but not limited to the Microsoft Office Suite
- Ability to establish priorities, work independently with limited direct supervision, simultaneously manage multiple tasks, and deliver a quality work product by a designated deadline
- Excellent oral, written and interpersonal skills
- Exceptional organizational and administrative skills

SALARY:

This is an hourly position. The work hours are 8:00 a.m.-5:00 p.m. This includes a one-hour lunch break in that segment. The salary will be based on professional experience and credentials. Benefits provided.

APPLICATION SUBMISSION PROCEDURES:

Interested persons should submit a cover letter and résumé to rellis@benhillumc.org.

