

Part-Time Administrative Assistant Heritage Instructional Services

Overview:

- Our part time Administrative Assistant will support the mission and activities of our tutorial by providing general support to the Administrator and Office Manager, as well as managing ongoing schoolwide projects. This role will include facilitating effective communication between parents and staff and attending to student needs during class days.

Requirements:

- A growing relationship with Jesus Christ
- Strong interpersonal skills, friendliness, and love for kids
- Understanding and appreciation of the homeschooling philosophy
- Flexibility and grace in a face-paced, high-energy school environment
- Excellent written and verbal communication skills
- Proficiency with Gmail, Google Drive, Microsoft Word, texting, and photography apps
- Organization and efficiency
- Initiative and problem solving
- Physical ability and stamina to stand for extended periods, walk, climb stairs, squat, and lift and carry up to 30 lbs

Responsibilities:

- Serve as daily point of contact for parents with regard to absences and late arrivals, early dismissals, etc.
- Manage Heritage email inbox and reply to all general inquiries
- Take pictures in classrooms and create social media posts
- Oversee office and accommodate student needs during lunch and recess hour
- Administrate special lunches and spirit days
- Send out event reminders via email and text apps
- Help administrate and host school events
- Support in-office projects such as copying, grading, and creating classroom materials
- Assist with in-class needs such as projects and parties

Hours:

- 8:30 am to 12:45 pm Mondays and Wednesdays
- May require occasional additional work from home or to assist with school events

Pay:

- 9 hours per week, \$24/hour during school year
- About 4 hours/week required during summer months; schedule negotiable

Interested?

Send your resume and [application](#) to heritagetutorial@gmail.com, Attn: Cara Wilcox, New Admin Team Position.