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| **Job Title** | *Academy Office Assistant* |
| **Reports to** | *Assistant Principal* |

**Job purpose**

* Provide administrative support to the day-to-day operations of Lakes Church Academy. The Office Assistant will function as the Academy receptionist, public relations coordinator, internal communication facilitator, resource manager and the assistant to Academy administration. The Administrative Assistant will work under the direction of the Assistant Principal and in conjunction with other Academy staff and faculty, as well as Lakes Church staff.

**Duties and responsibilities**

* Receptionist. As receptionist be the initial “friendly” point of contact for Academy families, church staff, guest and others that visit the Academy.
* Safety. Aid in keeping the Academy safe and secure by keeping doors locked and closed, reporting suspicious activity to our security guard and watching out for students and staff as they function throughout the day.
* Communication: Exhibit polite and professional communication of information via phone, emails, social media, postal service and personal interaction. Perform public relations and communications services for the Academy. Communicate with faculty, Academy families, church staff and various outside agencies to exchange information, request and provide resources, coordinate activities and resolve issues or concerns.
* Health: Perform First Aid, as able and when necessary, according to established guidelines. Dispense approved medication in accordance with school policy.
* Schedule and arrange appointments, meetings and conferences as directed by the Assistant Principal.
* Assist the Academy Administrative Assistant with FACTS School Management System.
* Assist the Administrative Assistant with Academy Financials: Collect and account for monies received for school operations, including tuition, fees, sales, sponsorships, fund-raising efforts and other means of financial exchange.
* Organizational Systems: utilize established Lakes Church organizational systems for facility and housekeeping request (eSPACE), database management (Planning Center), event promotion (ClickUp) and others as requested.
* General administrative task: Perform task as required, including word processing, proofreading, filing, recording information and producing spreadsheets as requested. Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required. Operate a variety of office equipment including a computer, tablet, Smartboard, phone system, copier, intercom system, two-way radio and mailing equipment.
* Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
* Adheres the Faculty Handbook of Lakes Church Academy.
* Perform other duties as assigned.

**Qualifications**

* A mature Christian faith and commitment to the Christian life.
* A servant’s heart that desires to minister to students, parents, faculty and the community at large for the glory of God.
* Supports the leadership and vision of Lakes Church and Lakes Church Academy.
* High School degree, GED or greater.
* Three or more years’ experience in an administrative assistant position.
* Outgoing and engaging personality.
* Ability to manage multiple task simultaneously, efficiently and on a deadline. Organized.
* Strong verbal and written skills.
* Microsoft Office, financial software and database management proficient.
* Capable of supply management and inventory control.
* Confidential and professional
* Responsible and trustworthy

**Direct reports**

The Academy Administrative Assistant works under the supervision of the Academy Principal and is accountable to the Senior Pastor and the Personnel Committee of Lakes church.

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |