

# Full-Time Elementary Administrative Assistant



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**School Name:**

Resurrection Christian School

**Full-time Elementary School Administrative Assistant**

**Website:** [www.RCSchool.org](http://www.RCSchool.org)

**DESCRIPTION:**

Resurrection Christian School is seeking an Administrative Assistant who has a personal relationship with Jesus Christ, is a self-starter, flexible, able to relate to children and families well, organized, has computer experience, and is a team player.

**QUALIFICATIONS:**

- Commitment to RCS and its mission: Developing students to be Boldly Christian, Academically Equipped, and Globally Prepared
- Proven strong Christian character in home, church, work place, and community
- Proven heart for ministry to students and parents
- Love for Christ
- Support to Elementary School Principal
- Ability to communicate well with people with many different perspectives
- Regular involvement in a local church
- Office experience preferred
- Friendly
- Team player, especially with other office staff
- Experience with Microsoft Word, Google Sheets and Google Documents, and Excel

**About RCS**

Resurrection Christian School is raising up Christian leaders who are boldly Christian, academically equipped, and globally prepared. Our vision is to provide unparalleled Christian education to a community of families from a wide range of denominational and economic backgrounds. RCS serves a diverse community including students from multiple cities and churches along the Front Range and surrounding areas of northern Colorado. We have grown from a student population of 430 to 1400 students in the last 9 years. We are members of the Association of Christian Schools International (ACSI) and go through a rigorous accreditation process every five years.

**Position Start Date:**

May 13, 2019

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**Salary Range: To be discussed**

**Work Day: 7:30 AM-4:00 PM, Monday-Friday**

**Vacation time: 1 paid week per contract year plus summer office closure.**

**Some evening commitments required.**

**Applications being accepted until position is filled.**

## **Application Notes**

Complete the RCS online application at <https://www.rcschool.org/about/employment/apply/>

**\*\*\*PARTIAL APPLICATION PACKETS WILL NOT BE ACCEPTED\*\*\***