

Job Title:	Preschool Office Coordinator
Reports to:	Faith Preschool Director
Classification:	Non-Exempt
Status:	Seasonal/Part-Time Employee

SUMMARY

The Preschool Office Coordinator oversees the Preschool reception area and handles the administrative details for Faith Church Preschool.

ESSENTIAL FUNCTIONS

- Processes and responds to incoming calls, emails, and correspondence in a timely manner
- Serves as a contact person for students and families
- Monitors access to the Preschool area to maintain the safety of students
- Updates and maintains the Preschool database, including immunization records
- Schedules, updates, and manages resources on Planning Center Online (PCO) for Faith Preschool
- Creates and maintains documents, e.g., Excel spreadsheets for relevant Preschool matters
- Assists with processing monthly invoices, i.e., Preschool billing
- Assists with processing student enrollments
- Monitors supplies, i.e., Resource Room and classroom supplies
- Assists teachers in gathering materials for classrooms
- Provides technical support for the student check-in system
- Performs other duties as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma or equivalent required
- Strong verbal and written communication skills, especially customer service skills
- Detail oriented and skilled in time management
- Ability to work independently
- Proficient in the use of Microsoft Word, Excel, Outlook, and an aptitude to learn other software applications

TIME COMMITMENT

As determined by the Faith Preschool Director

SUPERVISORY RESPONSIBILITIES

No direct reports

PHYSICAL DEMANDS

This job would require the ability to sit, bend, stand and use of hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

This job operates in a receptionist area environment.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee_____ Date_____

faith church