

# ITOWNCHURCH

## **Connect Academy Administrative Assistant**

### **Summary of the position:**

Connect Academy is looking for an individual who has a strong heart for the Lord, a love for children, and values the importance of our Christ-Centered Early Childhood Education Program.

### **Experience and Knowledge Required:**

- High School Diploma or equivalent
- One (1) year of administrative experience is preferred
- Early childhood education experience may be preferred
- Excellent written, and verbal communication skills
- Strong leadership and interpersonal skills
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic at all times.

### **Essential Functions and Responsibilities:**

- Act as a receptionist for Connect Academy; greet parents, students and visitors in a courteous and professional manner; monitor all persons entering and exiting the Academy
- Operate a telecommunication system; receive incoming calls, record information as required, respond to inquiries; set tour appointments for new inquiring families, monitor all incoming Connect Academy emails
- Prepare and maintain all necessary documents related to child files, act as the first point of contact for new student enrollment, registration, and initial payment and collection
- Handle inventory control, supply, and curriculum ordering
- Willingness to help in and out of classrooms when needed
- Assist with other tasks and duties as needed
- Ensure a safe, happy, and stimulating environment for children.
- Demonstrate care for the world-class facilities
- Take pride in Professional Development
- Complete the ongoing training that is offered at the Academy

**Core Values:**

- Love God
- Love People
- Work Ethic that is excellent, protective, and frugal with time and money.
- The attitude of a servant, enjoyable to be with, and devoted to the call of God and the Church.