

**Please note: A cover letter is required for submission as part of your initial application. In addition to providing us with your background, your cover letter should demonstrate why you can help us realize our mission by performing your prospective job duties. We are only seeking candidates who will support and advance our mission, as stated below.**

### **Organizational Background**

Founded in 1985, New Covenant Christian School is an educational ministry of New Covenant Christian Church. Our Pre-K to 12 institution, with two locations in the Bronx, is a place where students of all backgrounds can learn, grow, and develop in a Christ-centered environment with a commitment to excellence. We recognize that each student is gifted by God and the goal of true education must be to help each student develop their gifts for God's glory and the benefit of humanity. Our mission is to develop the leaders of tomorrow through a Christ-centered education.

### **Job Description**

We seek a skilled administrative professional to serve as secretary for our NYCDOE sponsored 3KA/PKA programs with an August 2021 start date. The following is general description of the duties, subject to finalization upon hire.

Responsibilities:

- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at the school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines.
- Provide administrative assistance to the Director; make, schedule and arrange appointments, meetings and conferences; take and transcribe dictation as required.
- Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel.
- Maintain student, staff, and volunteer records efficiently and accurately.
- Compose letters, memoranda and other materials.
- Operate a variety of business and office machines including fax machine, calculator, computer, copiers, and communications equipment.
- Conduct outreach in the community to increase enrollment.

### **Qualifications**

A strong candidate for this position will:

- Be a born-again Christian and belong to a church professing the Christian faith.
- Have a desire to play an active administrative role in a Christian educational environment.
- Have a high school diploma or equivalent, with 1-3 years of experience in progressively challenging administrative or secretarial positions.
- Have strong writing and analytical skills.
- Be able to make independent decisions and work well under pressure.

- Be proficient in Microsoft Word, Excel, Powerpoint, and Publisher. Be quick to learn new technologies and be efficient in operating the school's data processing system.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Use acceptable English in written and oral communication.
- Respectfully submit and be loyal to constituted authority.
- Place his or her school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

**Compensation**

\$15 - \$25 per hour, commensurate with skills and experience.

**Application**

To apply for this position, submit a cover letter and resume to [staffing@ncchristianschool.org](mailto:staffing@ncchristianschool.org). Applications without a cover letter will not be considered. Only applicants under consideration will be contacted.