

Position: Advancement Team Project Coordinator (part time)

Description: Seeking a Christian role model who will serve as Project Coordinator. Organization, reliability, accuracy, attention to details, teamwork, and telephone etiquette required.

It is the Project Coordinator's responsibility to provide service in the areas below:

- Provide admission support for all events, activities and admission process.
- Assist the Development Director as needed for specific projects, record keeping and correspondence.
- Serve as back up to the school's front office.
- Serve as Parent Liaison
- Enter and maintain information on the website.
- Perform general office duties.
- Utilize Microsoft Office Suite or equivalent computer software
- Exhibit interpersonal skills to relate well with students, parents, staff, and the community.
- Be highly organized, willing to establish and meet timelines.
- Work well in a team/project driven environment.
- Other duties as assigned by the development director or principal.

Minimum Qualifications:

Experience working in school administrative offices or related field.

Email or deliver all employment applications, transcripts, criminal background check, with cover sheet, electronically to [Alicia Garcia](#), Principal.