



Foundations Christian Academy Administrative Coordinator

The Administrative Coordinator shall provide administrative support to Foundations Christian Academy and to the Head of School to enable him/her to better fulfill the mission of the school. This is a part-time position (20/hrs week) reporting to the Head of School.

Essential Job Functions – Accountabilities/Responsibilities

It is expected the Administrative Coordinator will:

- Be responsible for tracking, managing, and reporting key issues or items within the school such as the school calendar, student health and allergy concerns, volunteers, field trips, transportation, vaccinations, students enrolled from various school districts, attendance, and hot lunch, etc.
- Be engaged with coordinating the admissions process.
- Have primary responsibility for billing parents for tuition and other services received.
- Be engaged in the bookkeeping and budgeting process.
- Be instrumental in communication with various constituencies the school engages with such as, the community during the admissions process, parents, staff, donors, and the board of directors.
- Assist the Head of School with other duties to help successfully fulfill the mission of the school.

Essential Skills

The skills listed below will be important to the applicant's ability to successfully complete the functions of this role. Applicants who possess the technical skills listed below may be preferred over those who do not, however, it is not required that an applicant has all the skills listed at the time of application.

- Technical Skills – in today's world, it is important that organizations can successfully utilize technology. Some of the technologies which this position will need to have familiarity with and/or expertise in are listed below.
 - Microsoft Office 365 for Education - specifically the use of Word, Excel, Outlook, Teams, PowerPoint, and SharePoint.
 - Canva
 - QuickBooks Online
 - HubSpot CRM and Website
 - Social Media – Facebook and Instagram
 - WIX.com
 - Google Apps
- Strong organizational and administrative skills.
- Strong written skills.
- The ability to create effective online content.
- The ability to function effectively, independently and within assigned deadlines.

Additional Duties or Responsibilities

It is expected that the Administrative Coordinator will:

- Represent the school in a favorable and professional manner to the school's constituencies and the general public.
- Support the broader mission of the school.
- Inform supervisor in a timely manner if unable to fulfill any assigned duty.
- Report to the appropriate individuals any campus safety, health or maintenance needs that are observed.