



Administrative Assistant

Job Profile

The Berean Preschool Administrative Assistant is responsible for assisting the director in administering the day-to-day operations of the preschool. This is a part time position that will work on average 15 hours per week.

Job Responsibilities

- Oversee and purchase groceries, paper products, equipment, etc.
- Assist in the enrollment process, including paperwork, data entry, scheduling of tours, etc.
- Assist in updating the information in the database
- Enter deposits into the billing system and bring deposits to the bank when necessary.
- Assisting with licensing needs including paperwork, updating files, etc.
- Assist in marketing and social media efforts
- Reserve spaces and resources in the building
- Respond to phone calls and emails when needed
- Assist the director in tasks throughout the week
- Assist in preparing for events, and meetings, and attend events and meetings when necessary

Qualifications

- Be a born-again Christian who confesses faith in Jesus Christ as personal Lord and Savior
- High school graduate or GED. College degree preferred
- Demonstrate a Christian love and care for children
- Agree with the Berean Baptist Church statement of faith
- Ability to take initiative and be self-directed
- Positive attitude
- Previous experience preferred, but not required
- Demonstrates strong organizational skills and ability to meet deadlines
- Computer skills – email, internet, word processing, spreadsheets, etc.
- Excellent communication skills – verbal/written/electronic/social media