



WE ARE HIRING

JOB POSTING 2023.032

Make a difference with your career. Join our team in a thriving learning community...

LCS HEAD OFFICE EXECUTIVE ASSISTANT/OFFICE MANAGER (1.0 IMMEDIATE)

WHO ARE WE LOOKING FOR?

You are a life-long learner who wants to grow and thrive in your work. You are smart, resourceful, personable and a self-starter who can get things done.

You are a collaborative, engaged and innovative thinker who is looking for some short-term, full-time work on a lighthearted team with an intense and important mission to support excellence in Christian education and serve staff and families in our community.

THE POSITION?

We are looking for someone to fill a short-term medical leave of absence for our Executive Assistant to the Head of Schools for 4-6 weeks.

You will work closely with the Head of Schools at the newly renovated LCS Head Office on the elementary campus.

The hours are flexible but will generally match the open office hours of 8:00am – 4:00pm, except for some occasional evenings that will require you to be at Board meetings or school events.

The work includes document preparation, emailing, scheduling, event planning, managing the Head of School's calendar, and coordinating meetings with administration and stakeholders across all three campuses, the preschool and daycare.

The leave of absence term is expected to be for between 4 and 6 weeks.

WHAT DO WE OFFER?

Competitive compensation based on experience.

Collaboration with an outstanding administrators and educational faculty.

Opportunity to set the pace of our leadership team and make us better at what we do.

Potential to extend further job opportunities at LCS or in the community.

Some potential flexibility of days and hours of work depending on candidate's skill and experience.

PREFERRED QUALIFICATIONS

Administrative assistant or similar experience.

Strong reading, writing and communication skills.

Word processing and data management doesn't intimidate you. Familiarity with Apple and Google platforms.

Social media, marketing, fundraising or event planning experience would be considered an asset.

Evidence of strong sense of purpose and identity built on Biblical principles and participation in local a Christian church community.

HOW TO APPLY?

Send your resume, contact information for 2 professional references, 1 written reference speaking to your faith and character, and a cover letter outlining your vision for service and outreach to: careers@langleychristian.com.

Posting is open until filled.

<https://www.langleychristian.com/why-work-at-lcs/>