



## **Vacancy Announcement: Elementary Administrative Assistant**

**About the School:** We will begin our 28th year of serving area families with the start of school in August 2022. We have a comprehensive K-12 program of study that includes strong academics, spiritual formation, athletics, and extracurricular activities. We are fully accredited by the Association of Christian School International, Cognia, SACS, and the NC Dept. of Non-Public Instruction.

**Position Description:** We seek to hire an elementary administrative assistant to work with our elementary principal, staff, students, and parents. The ideal candidate should have office experience and be proficient in Microsoft Word, Excel, PowerPoint, and Gmail. The candidate must align with our Christian core values and Statement of Faith, and fully support Christian education. The position is a full-time 11-month position.

**Application Details:** Candidates should complete the SCS application and submit a letter of interest.

**Inquiries and Submission:** Contact Jennifer McDonald, Assistant to the Head of School, at [jmcdonald@statesvillechristian.org](mailto:jmcdonald@statesvillechristian.org).

Applications will be received until the positions are filled.

The start date will be July 11, 2022.

Please see the full job description in the provided link.

[Elementary Administrative Assistant Job Description](#)