



WCA EMPLOYMENT OPPORTUNITY

Email cover letter and resume to:

Jim Whiteman, Headmaster jwhiteman@westsideacademy.org

EXECUTIVE ADMINISTRATIVE ASSISTANT

FULL-TIME

THE POSITION:

We seek an administrative assistant to come alongside the Headmaster and the Director of Resource Development to advance the mission of our school: To integrate biblical truth with academic excellence so that our students will become leaders committed to impacting the world for Jesus Christ. This is a full-time position.

RESPONSIBILITIES:

Headmaster's Office

- Assist in a variety of tasks including:
- Routine written and personal correspondence with WCA constituents
- Scheduling, calendar building, planning
- Special projects such as written reports, policy manuals, events
- Filing and record keeping

Development Office

- Assist in a variety of tasks including:
- Accurate entries and maintenance of our donor data base
- Fundraising events and special projects
- Correspondence, mailings
- Tracking alumni
- Thanking donors

QUALIFICATIONS:

- A follower of Jesus Christ and personal agreement with our Statement of Faith
- Excellent communication skills, both oral and written
- Organizational aptitude and flexibility
- Competence with spreadsheets and basic information technologies
- Demonstrated ability to establish and maintain effective working relationships
- Professional demeanor, teachable spirit, commitment to confidentiality
- Knowledge of classical and Christian education helpful
- Personal enthusiasm, optimism, and sense of humor