



# Eastside Christian School

---

Eastside Christian School is a private Christian school dedicated to "Academic Excellence, Commitment to Christ." Located in the Eastgate area of Bellevue, ECS serves over 300 Preschool through 8th grade students.

## **Seeking:**

A highly competent executive assistant to perform a wide variety of office tasks with a great attitude and desire to provide excellent customer service to parents, students and visitors. Someone who is a strong follower of Jesus Christ wants to work in a very supportive and loving small-school community.

A qualified individual would be someone who provides a friendly first impression, handles a high volume of tasks, and loves to be busy all the time. The hours for this position are 8:15am to 3:15pm with a 30-minute lunch break, from mid-August through the end of June, and limited hours during the summer months.

## **Duties and Responsibilities:**

### 1. Executive Support

- Be the primary assistant to the principal
- Have short, daily, start-of-day meetings with principal
- Plan staff events, such as the annual Christmas party and various staff appreciation events
- Prioritize overall workload to maximize efficiency

### 2. Reception

- Answer a multi-line phone system
- Assist parents and guests to the school
- Create a weekly PowerPoint presentation that gives visitors and families a glimpse of current events at ECS
- Process incoming and outgoing mail

### 3. Office Teamwork

- Work closely with Office Manager regarding student and family records, student awards, office supplies, and keeping each other apprised of need-to-know information
- Coordinate short- and long-term projects, including major printing and distribution jobs



# Eastside Christian School

---

## 4. Student Support

- Attending to basic and complex needs of students, including, but not limited to, managing the health room and administering aid when needed
- Coordinate Middle School schedule and electives

## 5. Teacher Support

- Assist teachers with copier needs while they are teaching (e.g., making last-minute copies, resolving a copier jam if they need to return to class)
- Schedule teacher appointments with the principal

## 6. Parent-Teacher Fellowship Support

- Create small flyers or communications for our parent group (PTF), must be comfortable with design software such as Microsoft Publisher, Access, and PowerPoint

## 7. Vendor/Third-Party Support

- Being the ECS liaison as needed with various vendors (e.g., school picture vendors, school uniform vendors, catering company for school lunches)

## 8. Other Duties as Needed

### **Expectations:**

- Service-oriented with a positive and friendly demeanor
- Represent ECS with excellence, warmth, and integrity
- Maintain a pleasant, comfortable, clean, and safe office environment
- Master at multi-tasking and frequent interruptions
- Intermediate to advanced proficiency with MS Office
- Self-driven, motivated, organized and detail-oriented
- Able to meet deadlines
- Clear oral, written, and interpersonal communication skills with all age groups
- Experience (2+ years preferred) working in an office or school environment
- First Aid and CPR-certified (ECS will reimburse certification costs.)

To Apply:

Please send a resume and completed application to [info@ecswa.org](mailto:info@ecswa.org).

The Employment Application can be found here: <https://ecswa.org/employment/>