



COVENANT
CHRISTIAN ACADEMY

Afternoon Receptionist

3:30-5:45 Monday - Friday

Covenant Christian Academy has an opening for an afternoon Front Desk receptionist. The Main Office Afternoon Receptionist provides general administrative support to Senior Administrators. The Main Office Receptionist is our first point of contact with our parents and guests, so it is critically important that the Office Receptionist create a warm, friendly, helpful, and professional impression on everyone he/she interacts with.

A successful Main Office Afternoon Receptionist will have superb communication skills, both spoken and written. Strong organizational and time management skills, and the ability to multi-task responsibilities (while fielding questions and requests from students, parents and staff) is also required. The ideal candidate will possess strong technology/computer skills and be a self-starter able to learn on the job independent of targeted training. Lastly he/she will demonstrate an active interest in maintaining the school's reputation and will show discretion with sensitive school and family information.

General Duties and Responsibilities include:

Serve as Main Office receptionist, answering the phone, monitoring the door, making announcements, greeting visitors, and assisting staff, parents and students with general front office needs.

Assist in the Management of our After The Bell (ATB) Program. Daily check the entries on the previous day's ATB sign-in sheets on the Google Doc. Research all missing data. Update and print ATB sign-in sheets at the end of every month. Set up the monthly Google Doc for ATB and share with necessary staff

Occasionally Assist with planning and implementing school-wide events. Including but not limited to Back-to-School BBQ, Grandparents' Day, Graduation, etc.

Assist in the Management of After-School Activities

Special Skills include Strong computer skills, and experience using a Mac computer. Proficient with Mac suite of office software (Pages, Keynote, Numbers) as well as Microsoft Office products (Word, Excel). Comfortable with data entry in school management software (RenWeb), CPR First Aid Certified preferred

Hours Part-Time: 3:30-5:45 Monday - Friday, August 30, 2021 - June 2022

Candidates must be willing to sign CCA's Statement of Faith and Core Values, must maintain the highest Christian virtue and personal decorum, serving as a Christian role model and mentor both in and out of school, to students, parents, fellow faculty members and employees in judgment, dignity, respect, and Christian living.

Contract runs: September 2021 through June 2022; employment is on a 10 month cycle.

Compensation: \$15.00/hour

Contact Person: Andrea Bergstrom, Grammar School Principal andrea.bergstrom@ccamail.org

Please inquire by submitting a cover letter and resume to:

Andrea Bergstrom, Grammar School Principal
Covenant Christian Academy
83 Pine Street, Peabody, MA 01960

*An application may be forwarded to you after we review your resume.
Some applicants will enter the interview process after the application review.*