

Administrative Assistant to Preschool Director
Fox Chapel Presbyterian Church Preschool

Fox Chapel Presbyterian Church Preschool is searching for a self-motivated, energetic, and reliable individual to fill an immediate opening for an Administrative Assistant position. Candidates will need to have a love for the high energy Christian environment of toddlers, preschoolers and their families. The ability to multitask, prioritize projects, and be flexible is required.

The ideal candidate will:

- Assist the Director in daily operational objectives.
- Demonstrate proficient computer skills with a working knowledge of OneDrive, Microsoft Office, and Outlook.
- Comfort with financial responsibilities.
- Possess strong organizational skills and the ability to work independently.
- Communicate well and appropriately with families and children.
- Present a professional manner, recognizing that you are representing our Ministry not only at work but also in the community.
- Create, update, revise, maintain and file a variety of materials such as forms, lists, rosters, among others.
- Must be able to learn and become proficient all aspects of Brightwheel, our operational database system.
- Assist in classrooms as need arises.
- Assist with drop-off and dismissal as needed
- Occasional lifting.
- Pass all background checks.
- Show up consistently and on time for work.
- Perform other duties as assigned by the Preschool Director.
- Available for general daylight work hours, 30 hours per week; however, additional hours may occur as determined by the Director.
- This is a temporary position that may lead to a permanent position and potentially full-time.

Please send resumes to:

Ms. Karin Miller

Director of Preschool Ministries

Karin@fcpc.us