



## Multiple Administrative Positions

**General Statement:** LCA is looking to hire people for several administrative roles in the next few months across several departments. The specifics of each role will be shaped by the people who apply and who would be the best fit for a particular role or department and for the Academy. We are looking for expertise in one of more of the following areas:

- Reception
- Data Management
- Parent Relations
- Alumni Relations
- Donor Relations
- Event Coordination

**QUALIFICATIONS:** An applicant for one of these positions must be a team player who maintains a positive attitude, be well-organized, detail-oriented, be a self-starter with the ability to simultaneously manage multiple responsibilities, a good communicator who will partner effectively with the different departments and members of the school community and will effectively represent LCA to all constituents. Computer skills and a Bachelor's degree or equivalent are required.

Recognizing that LCA is strongly committed to historic Christianity, team players that we seek must be committed to the Academy's Statement of Faith, Standards for Christian Living, building up the body of Christ, and helping to accomplish the Academy's mission.

**ENVIRONMENT:** Lexington Christian Academy is an independent college preparatory school (grades 6-12) that exists to educate young men and women in the arts and sciences in the context of the gospel of Jesus Christ by developing intellectual ability, nurturing spiritual and moral growth, encouraging creativity, and instilling a desire to serve God and others.

**TARGET HIRE DATES:** Beginning December, 2018

**SALARY & BENEFITS:** There are opportunities for full-time and part-time or job share positions. Salary is negotiable, commensurate with experience and/or qualifications.

**APPLICATION PROCEDURE:** Please electronically submit a resume, cover letter outlining your skills sets, two (2) professional references and brief answers to the following questions:

- Describe your view of Christian education and your commitment to it.
- What motivates you to work in a Christian school?

**CONTACT:** Human Resources  
Administrative Roles  
Lexington Christian Academy  
email: [employment@lca.edu](mailto:employment@lca.edu)