



Arborbrook Christian Academy Staff Job Description

ASSISTANT TO THE PRINCIPALS & MARKETING DIRECTOR

Title: Assistant to the Principals & Marketing Director

Hours: 8:15-3:15 Monday-Thursday

Start Date: August 1, 2022

Supervisor: This role will report to both Principals.

Benefit: \$5,000 tuition remission or 50% of total tuition (whichever is greater) and three paid days off.

Salary: \$15 - \$20 per hour based on experience (\$15,750 - \$21,000 annually)

Purpose

The Assistant to the Principals will aid the work of the principals by planning and executing events, organizing logistical details of the school year, managing attendance, performing administrative tasks as assigned while developing relationships with students as a building monitor. This role will also handle marketing for the school by championing social media accounts, overseeing the school's website, and organizing various public relations campaigns.

Qualifications

This individual must be organized. They should be very detail oriented, and have a pleasant and tactful demeanor to interface with families and other staff. A basic understanding of digital media is required; comfort with technology is essential. This individual must be a born-again, Bible believing Christian and be a person of utmost integrity.

Interested candidates should send a letter of interest and resume to andy.zawacki@arborbrook.org.