

Elementary Secretary

Accepting applications immediately

Position Type: Elementary Secretary

Start Date: June 2026

Salary: Dependent on experience

Reports to: Elementary Principal

Hours: Part-time; 24 hours per week

Qualifications:

- Display a Christ-like attitude as evidence of a personal relationship with Jesus Christ
- Demonstrate a commitment to Christian education
- Indicate proficiency in various office and data management technology programs
- Display excellent verbal and written communication skills
- Present strong organizational and time-management skills
- Exhibit attention to detail
- Collaborate with co-workers
- Conduct business in a professional manner for the benefit of staff, students, and parents

Responsibilities:

- Communicate with families in a professional manner
- Assist in taking daily attendance
- Oversee the development and communication of weekly newsletters
- Assist the elementary principal with daily tasks
- Manage the elementary principal's schedule
- Shared secretary responsibilities with current secretaries

Please submit letters of interest and resumes electronically to:

Paige Them, Elementary Principal, them.paige@mcsflames.org
500 Logan Road
Mansfield, OH 44907