

## Athletic Administrative Assistant

Accepting resumes immediately  
Internal posting for 5 days before external posting

Position Type: Support  
Start Date: March 2025  
Salary: Dependent on experience  
Reports to: Athletic Director  
Hours: Part-time; approximately 30 hours per week

### Qualifications:

- Has a current BCI/FBI background check
- Has a strong testimony of relationship/faith in Jesus Christ
- Agree with Mansfield Christian's statement of faith and core values
- Understand and support the mission and purpose of Christian education
- Demonstrate exemplary interpersonal and communication skills
- Display proficiency with technology, specifically Google Suite, student information systems & calendar and scheduling management
- Seek opportunities to collaborate with co-workers for the benefit of stakeholders
- Possess strong attention to detail for document and data review

### Responsibilities:

- Record revenue seeking opportunities for the athletic department
- Manage FinalForms, including player, family and coach eligibility
- Conduct daily athletic operations, such as rosters, Band App communications, schedules, and eligibility checks
- Assist the Athletic Director with securing the necessary vendors for programs, team pictures, and generate invoices
- Assist with creating social media content, promotional materials, and regular communications on behalf of the Athletic Department
- Operate internal schedule management and communicate with coaches on behalf of the Athletic Department
- Assist with events as the Pig Roast, Fall/Winter/Spring parent meetings, and athlete Senior Nights
- Record athlete recognition and letter winners, as well as provide athlete awards to coaches

**Please submit a letter of interest and resume electronically:**

Ben Stauffer, Athletic Director, [stauffer.ben@mcsflames.org](mailto:stauffer.ben@mcsflames.org)

*Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.*