

## Central Office Secretary

Accepting resumes immediately  
Internal posting for 5 days before external posting

Position Type: Support  
Start Date: March 2025  
Salary: Dependent on experience  
Reports to: Assistant Superintendent  
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
- Demonstrate hospitality and kindness in all interactions

### Responsibilities:

- Serve as the receptionist for the Central office, responsible for greeting visitors, managing phone inquiries, and directing individuals to the appropriate departments or personnel
- Provide school-wide and staff-focused event support
- Host staff-related events, including invitations, reservations, food preparation, volunteers, and supplies
- Support volunteer and teacher appreciation events
- Serve as the liaison to School Closet; lead uniform distribution and fitting events
- Facilitate ordering and distribution of teacher and support staff office supplies
- Manage data entry of all events/dates into multiple calendar platforms
- Lead re-enrollment t-shirt design, procurement, and distribution
- Support both the elementary and secondary offices as requested
- Perform additional duties as assigned by the Superintendent or Assistant Superintendent

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

Mandy Wushinske, Assistant Superintendent, [wushinske.mandy@mcsflames.org](mailto:wushinske.mandy@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.*