



Academy31™

TRAINING UP GODLY YOUNG WOMEN
OF CHARACTER AND COMPETENCE

Job Description- Administrative Coordinator

SUMMARY:

The Administrative Coordinator will manage Academy31's office in an excellent manner while assisting the Head of School in a wide variety of areas related to the school's operational management and future growth. Depending on the hired individual's qualifications, job performance, and career aspirations, this role has the potential to grow into administrative leadership and/or part to full-time teaching.

EDUCATION & EXPERIENCE:

- Bachelor's degree or equivalent
- 2+ years' experience in administration, office management, or business
- 2+ years' experience in education and/or discipleship ministry

QUALIFICATIONS:

- Thriving relationship with Jesus Christ as Lord and Savior and deep knowledge of Scripture
- Joyous pursuit of growth in sanctification and active membership in a local, Bible-believing church
- Full agreement with and commitment to the school's statement of faith, covenants, and philosophy of biblical womanhood
- Consistent reputation of godly character and integrity
- Strong passion for Christian education and relational discipleship
- Demonstrated gifting in the area of administration
- Excellent organizational, communication, and accounting skills
- High level of focus, attention to detail, and follow through on tasks and projects
- Ability to take both direction and initiative as appropriate
- Warm, friendly demeanor and relationally engaging personality

3504 Edwards Mill Rd.

Raleigh, NC 27612

919-977-8920

info@academy31.org

www.academy31.org

RESPONSIBILITIES:

- Manages school's office during regular business hours
- Monitors school's daily operations
- Models school's philosophy of biblical womanhood as evidenced by the dual aims of godly character and competence
- Handles daily correspondence with faculty, staff, students, parents, and community partners in person and via phone and email
- Maintains school information system (FACTS SIS) and accounting software (Quickbooks)
- Updates calendar, website, and social media accounts
- Makes logistical preparations for programs and events
- Coordinates volunteers and substitutes
- Oversees daily student arrivals, departures, and campus service
- Assists with marketing, student enrollment, staff onboarding, fundraising/donor relations, accreditation initiatives, legal compliance, safety procedures, and emergency response
- Teaches classes where qualified and as needed
- Receives and applies feedback from Head of School
- Carries out other duties as assigned by Head of School

HOURS AND COMPENSATION:

- Start Date: On or before July 29th, 2024
- Regular Hours: Weekdays 7:15AM-3:55PM (Wednesdays until 5PM for weekly staff meeting)
- Additional Commitments: Cultivate! Retreat August 11th-16th, 2024 (all expenses paid); several evening and/or Saturday events throughout the year
- Time Off: School vacation days and holidays as listed
- Starting Salary: \$40K paid over 12 months
- Note: This position is year-round with decreased, flexible, and partially remote hours during the summer