



# New Hope

## Christian Academy

### Front Office Associate

#### Reports To

The Front Office Associate will report to the Office Manager.

#### Job Summary

To provide and foster a welcoming and nurturing environment for all visitors, parents, students, and faculty/staff while assisting in the daily operations of the front office

#### Responsibilities and Duties

- Demonstrate a love for God and his children
- Demonstrate a relentless commitment to the mission of NHCA
- Project a positive image of NHCA and a cooperative spirit at all times
- Greet students, parents, faculty, staff and visitors warmly and make sure they are comfortable
- Answer phones and route calls/messages to appropriate parties
- Answer inquiries about the school or direct to appropriate parties
- Perform various clerical duties
- Assist in distributing approved medicine for students
- Assist in caring for sick students
- Ensure security, integrity and confidentiality of data
- Track student attendance and create weekly reports for administration
- Under the direction of the Marketing and Communications department, manage weekly communications to students/parents including print and digital media
- Organize and schedule parent/teacher conferences
- Print and distribute all quarterly report cards
- Maintain accurate information within student information system (SIS)

#### Qualifications

- Proven office, administrative or assistant experience
- Knowledge of office responsibilities, systems and procedures
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Proficient in MS Office suite, including creating Excel spreadsheets and Word mail merge
- Knowledge of office equipment including copiers, printers, laminators, fax machines, etc
- Excellent time management skills and ability to multi-task and prioritize work

Interested applicants should print and complete the staff application located on the school website and submit to Debbie Casey – [dcasey@newhopememphis.org](mailto:dcasey@newhopememphis.org)