



AMHERST CHRISTIAN ACADEMY

2625 TONAWANDA CREEK ROAD, AMHERST, NY 14228
PHONE: (716) 689-9944 FAX: (716) 564-0075

Part-time Church Receptionist Position

Amherst Christian Academy, a ministry of Creekside Assembly of God, is a community of staff, students and their families committed to pursuing excellence in academics and character through a Christ-centered, research-based, affordable, education. We strive to disciple the complete student in authentic faith and love who will influence the world for Christ. We are a private Christian school for children ages 18 months through 18 years, is currently looking for trained receptionist with a minimum of two years of experience, to fill the following position:

Part-time Receptionist

Job responsibilities include answering phone calls, switchboard operation, attending to the main entrance door, picking up mail, mail distribution, confirming after school program attendance, coordinating buses, confirming lunch orders, coordinating school fieldtrips, coordinating use of vans for fieldtrips, keeping curriculum and testing inventory organized, ordering curriculum and testing supplies, keeping the school supplies inventory organized, ordering school supplies. In addition, the receptionist assists the pastoral staff on daily projects, such as calendar management, planning meetings, assisting with coordinating projects and events, managing the main office and establishing office procedures. Applicants must be well versed in Microsoft Word, Excel and PowerPoint, fluent in using the internet as a research and communication tool, and organized.

Faculty at ACA enjoy the benefit of small classroom sizes and a healthy Christian atmosphere. The salary is competitive with daycare centers in the area. Interested applicants, with two or more years of relevant experience, may send their cover letter and resume to acaschoolprincipal@gmail.com by Monday, July 15, 2019. This job posting will remain up until the position is filled.

Principal
2625 Tonawanda Creek Road
Amherst, NY 14228
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www.aca.academy

AMHERST CHRISTIAN ACADEMY, A MINISTRY OF CREEKSIDE ASSEMBLY OF GOD, IS A COMMUNITY OF STAFF, STUDENTS AND THEIR FAMILIES COMMITTED TO PURSUING EXCELLENCE IN ACADEMICS AND CHARACTER THROUGH A CHRIST-CENTERED, RESEARCH-BASED, AFFORDABLE, EDUCATION. WE STRIVE TO DISCIPLE THE COMPLETE STUDENT IN AUTHENTIC FAITH AND LOVE WHO WILL INFLUENCE THE WORLD FOR CHRIST.