

Office Assistant

Category: Support Staff

Position Schedule: Part-time, 20 hours per week

Organization: Vista Ridge Academy

Classification: Hourly, part-time

Hourly Wage Range: \$19.79 to \$26.50
Hourly rate is based on experience and locally funded wage scale.

Posted: May 1, 2024

Resumes Due: May 31, 2024

Description: Vista Ridge Academy (VRA) is seeking candidates for an Office Assistant. VRA is a P-8 school of 110 students, located in Erie, Colorado on a beautiful school campus with spectacular mountain views, complete with a ball and soccer field, playgrounds, and gymnasium. VRA has seven full-time teachers, support staff, a full-time principal, and supportive constituent churches and community. Aside from core subjects, VRA offers, Art, Music, P.E., Bible studies, EdVentures (field trips), and after school sports. VRA serves a diverse population and welcomes students of all faiths and ethnic background who desire an opportunity to learn more about Jesus. Through its Christ-centered community and personally attentive teaching philosophy, VRA nurtures the unique talents of each student as learners and leaders—aiming to grow confident minds, strong bodies, and loving spirits. In collaboration with the Rocky Mountain Conference Department of Education, VRA emphasizes a wholistic approach to educating students academically, physically, and spiritually—according to our core values.

Job duties include but not limited to:

- Manage the day-to-day office activities and routines.
- Assist with design, communication, and implementation of office operations, policies and procedures.
- In partnership with the Principal, continually look for ways to evolve and improve operational efficiency of systems and processes impacting staff and office operations.
- Provide support for the Principal, including editing correspondence, emails, documents, newsletters, brochures, website, social media, and effectively communicating with internal and external constituencies (students, parents, staff, alumni, board members, church members, etc.).
- Provide event support and planning, including retreats, meetings, staff events. This includes logistical research and planning, day-of support, and invoice/billing management.
- Support other functional areas and members of the leadership team with special projects as needed. May include projects in Recruiting, Marketing, Development, Finance or Programs.

Why you should work at VRA:

- Opportunity to contribute to our growth focused organization
- Part of a highly effective collaborative team

- Professional growth opportunities

Come grow with us! More information about VRA can be found at www.vistaridge.org and on Facebook: Vista Ridge Academy.

Experience: BS or BA degree is preferred. Three years' experience in an education and/or office setting.

Benefits:

- Participation in the Adventist Retirement Plan with employer matching contributions up to 3%.
- Christmas bonus, if working at time of issuance.
- Pro-rated sick and vacation leave per NAD WP; holiday pay
- Voluntary Insurance Products- Supplemental Life Insurance, Accidental & Dismemberment, Critical Illness, Accident, Hospital Indemnity, Legal Resources, Allstate Identity Protection and Pet Insurance
- Flexible Spending Savings Account – Medical and Dependent Care
- Beginning January 1, 2024, family medical leave (CO FMLI) insurance program through the State of Colorado.
- Workers' compensation

Individuals must have the legal right to live and work in the United States and provide evidence of that right if employed. Applicants should submit your resume, cover letter, and references to mbartulec@vistaridge.org

Contact:

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