

MANSFIELD CHRISTIAN SCHOOL



Job Posting: Elementary Secretary

Accepting applications beginning: May 8, 2019

Position Type: Full-Time, 10 Months

Start Date: July 2019 for the 2019-20 academic year

Salary: Dependent on Experience

Reports to Elementary Principal

Summary Mansfield Christian School is seeking an Elementary Secretary for the 2019-20 school year.

Qualifications Qualified candidates must:

- Hold an Associate or Bachelor's Degree (preferred)
- Have a strong testimony of a relationship/faith in Jesus Christ and be in agreement with Mansfield Christian's statement of faith and lifestyle statement
- Understand the mission and purpose of Christian education
- Demonstrate exemplary interpersonal and communication skills
- Indicate proficiency in various office and data management technology programs
- Commit to collaboration and professionalism with co-workers

Please submit letters of interest and resumes to Mandy Wushinske.

Attention: Mandy Wushinske, Elementary Principal
wushinske.mandy@mcsflames.org
500 Logan Road
Mansfield, OH 44907
419.756.5651 x251