

Job Posting Notice



Jon Peterson Scholarship Program Coordinator

Accepting resumes immediately; Open: June 2021

Responsibility: Coordinate the Jon Peterson Scholarship program
Reports to: Director of Academic Success and Strategy

Specific Duties:

- Support planning and coordination of the Jon Peterson Scholarship program, as directed by the Director of Academic Success and Strategy
- Work with the Finance Director to manage and input monthly billing, including estimation of cost and yearly budgeting.
- Schedule and organize program meetings/events
- Prepare paperwork, order materials, and submit required reports in a timely fashion
- Coordinate scheduling of personnel to meet student needs
- Ensure compliance with State of Ohio policies related to administering the Jon Peterson Scholarship
- Attend trainings or workshops to stay current with policies
- Serve as a liaison with the Jon Peterson Scholarship office at the Ohio Department of Education and with local school districts
- Collaborate with co-workers
- Conduct business in a professional manner for the benefit of staff, students and parents.

Qualifications:

- Display a Christ-like attitude and profess a personal relationship with Jesus Christ
- Demonstrate a commitment to Christian education
- Display excellent verbal and written communication skills
- Demonstrate competency and skill with spreadsheets and common accounting practices
- Has hands on experience in budgeting, bookkeeping and reporting
- Present excellent organizational and time-management skills
- Exhibit attention to detail

Terms:

- 25 Hours per week;
- 11 months
- Wage to be determined

Send letter of interest and resume to:

Mandy Wushinske
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