

CSAGH

Christian School Association of Greater Harrisburg

The Christian School Association of Greater Harrisburg (CSAGH), established in 1954, is a 501(c)(3), an educational organization that governs Harrisburg Christian School (HCS), West Shore Christian Academy (WSCA), and Devonshire Kindergarten at Little Lambs Preschool, a unified Christian School District in the Capital Region of Pennsylvania. Maintaining their campuses on the East and West Shores, HCS (K-12) and WSCA (PreK-12) are Christian college preparatory schools that challenge students to explore their God-given design, excel in life and learning, and engage their world for Christ. The CSAGH system brings together more than 600 students and over 100 faculty members, representing five central Pennsylvania counties and more than 100 area churches.

POSITION POSTING

FRONT OFFICE RECEPTIONIST/SECRETARY

Full Time: 40 hours per week, August – May coinciding with school calendar

Description: The Front Office Receptionist/Secretary is the first point of contact for all visitors, parents, staff and children. As the 'face' of the school the receptionist/secretary should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. It is essential that the person for this role is organized, able to multitask, works flexibly, is a team player and have a 'can do' approach to work, as no two days are the same.

Qualifications:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith
- Be in agreement with Articles II, III and XII, section I of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Possesses a clear philosophy, passion, and pursuit of excellence for Christian Education and CSAGH
- High School Diploma, GED or higher
- Minimum of two years of secretarial experience, preferably in a K-12 environment
- Enjoys working with school aged children
- High degree of skill with Microsoft Office Suite (e.g. Word, Excel, Publisher and other office/management computer software)
- Displays strong interpersonal skills and fosters optimum employee/employer relationships
- Displays strong written and verbal communication skills
- Willing to engage in professional development training as needed

Compensation: Based on experience and qualifications

Interested persons should apply to:

Human Resources Department
jobs@csagh.org

Christian School Association of Greater Harrisburg
HCS | 2000 Blue Mountain Parkway, Harrisburg, PA 17112
WSCA | 201 West Main Street, Shiremanstown, PA 17011

