
Endicott Preschool / Living Hope Church

29 Grant Ave
Endicott, NY 13760
(607) 748-1744

Ministries Assistant

August, 2021

OVERVIEW

To hire a person to support both the Church and the Preschool in fulfilling their missions.

Church & Preschool GOALS

The person hired for this new position will assist both the Preschool and Church in daily duties. We are looking to combine two current positions. Greeter for the preschool and office help from church, into one position.

Qualifications

Personal Traits:

- A team player who will be an ambassador for both the preschool and church.
- Grace and warmth, as this person creates the first impression of both the preschool and the church
- The ability to handle sensitive information and keep confidentiality when needed
- The ability to assess situations and advise the directors and/or church staff of any concern regarding safety and security

A working knowledge of the following:

- Communications
- Computer use and microsoft
- Phone/Fax/Copier
- Word
- Publisher
- Canva
- Adobe

- Graphics
- Outlook
- Excel
- Google (Workspace)
- Dropbox
- Social media mediums

Daily/Weekly breakdown of hours:

When preschool is in session- 32.5 hours/week or M-F 8:30-3:30 with a ½ lunch at 11:45-12:15

When preschool is not in session- 15 hours/week or M-F 9:00-Noon (May require extra hours in August as the preschool is gearing up to reopen)

Yearly Compensation Agreement:

There will be an initial probation period of 2 months. The compensation agreement will be reviewed and renewed annually in August, as needed.

Benefits as follows:

Disability

Workers Comp

Paid School Holidays plus two weeks vacation.