



Job Description: Receptionist

Position Classification: Full-Time

Reports To: NLCA Office Manager

Purpose / Function

New Life Christian Academy (NLCA) is a faith-based school whose mission is to equip Christian families for the works of service by providing solid, Biblical teaching and showing how God's truths are relevant in all areas of life. Being the hands and feet of Christ takes practical training, and we believe this is especially important during children's formative years. Founded in 2022, NLCA partners with New Life Community Church and currently serves students in grades K–5, with plans to grow to a K–12 school over the next ten years.

Job Summary

The Receptionist provides administrative and operational support to ensure the efficient functioning of the school office. This individual serves as the first point of contact for families, visitors, and vendors and plays a vital role in creating a warm, welcoming, and organized environment that reflects the mission and values of NLCA.

Essential Duties and Responsibilities

- Serve as the first point of contact for all school visitors via telephone or the school entry doorbell.
- Warmly welcome and assist visitors and volunteers, ensuring adherence to all safety and security procedures.
- Answer phone calls, take and distribute messages, and redirect calls as needed.
- Communicate regularly with the New Life Community Church Office Manager to coordinate visitor access and shared spaces.
- Manage daily student attendance records and assist with transcripts and report cards.
- Confirm and organize student lunch orders; coordinate with catering partners.
- Handle clerical tasks, including sorting and distributing mail.
- Maintain office supply inventory and communicate reordering needs to the Office Manager.
- Keep the teacher workroom clean, organized, and well-stocked.
- Manage and update school files and records for easy accessibility.
- Assist with morning and afternoon supervision duties as assigned.
- Administer basic first aid in accordance with school policies.
- Support the preparation of reports, presentations, and communication materials.
- Perform basic bookkeeping and data entry tasks.
- Ensure the office environment remains professional, organized, and welcoming.
- Perform other duties as assigned.

Christian Discipleship

- Maintain professional, grace-filled relationships with students, staff, and families.
- Encourage others to approach life and learning within a Biblical framework and an attitude of servant leadership.
- Foster a learning and working environment grounded in love, respect, and mutual support.
- Address inappropriate behavior promptly and consistently using a grace-centered, restorative approach.

- Uphold a safe and nurturing environment that supports the spiritual and physical well-being of all students and staff.
- Serve as a Christ-like example in attitude, speech, and action in accordance with Matthew 10:8 and Matthew 28:18–20.
- Promote the application of Jesus' teachings in everyday life, including prayer and the orderly exercise of spiritual gifts.
- Pursue conflict resolution and reconciliation in the spirit of Hebrews 12:14, Matthew 18:15–17, and Galatians 6:1.

Qualifications

- Personal and active faith in Jesus Christ.
- Commitment to the mission of New Life Christian Academy and New Life Community Church.
- Proven experience as a receptionist, office assistant, or in a similar administrative role.
- Knowledge of office management systems and procedures.
- Proficiency in MS Office Suite (especially Word and Excel).
- Strong organizational skills with the ability to multi-task and prioritize effectively.
- Excellent communication and interpersonal skills.
- Attention to detail and problem-solving ability.
- Professional discretion in handling sensitive or confidential information.
- Associate degree preferred; high school diploma or equivalent required.
- Educational philosophy consistent with the mission of NLCA.
- Understanding of and appreciation for student discipleship and developmental needs.
- Ability to collaborate effectively with staff and administration.

Compensation and Timing Details

Applications will be accepted beginning **November 10**, with interviews conducted in **December**. Offers will be extended by **December 19, 2025**. The Receptionist position will begin **January 5, 2026**. During the school year, the Receptionist will work **five days per week, 7:40 a.m.–3:40 p.m.**, excluding holidays, school breaks, and weather-related closures. During the summer months, (June 1-August 2), the Receptionist will work a total of **sixteen (16) hours per week** (4 hours each morning, Monday–Thursday). Regular school-year hours will resume on **August 3, 2026**. **Occasional events may be scheduled during the school year and during the summer months in addition to reduced hours at the discretion of the Head of School.**

This is a **full-time W-2 position**, eligible for benefits.

Additional Notes

This job description is not intended to be all-inclusive. The employee may perform other duties as assigned to meet the ongoing needs of the organization. NLCA reserves the right to modify job responsibilities as necessary. Employment with NLCA is at-will and does not constitute a contract, expressed or implied.