



<https://ncsnj.org/job/officeassistant/>

Office Assistant Opening for 2026 – 2027 School Year

Description

Office Assistant (Monday & Friday)

We are seeking a dependable and organized Office Assistant to support the daily operations of our school on Mondays and Fridays. This role requires strong communication skills, flexibility, and a positive attitude while assisting staff, students, and families.

Responsibilities:

- Provide recess supervision and ensure student safety
- Manage and update school social media platforms
- Assist with day-to-day operational and office needs
- Give school tours to prospective families and visitors
- Create engaging Canva posts and promotional materials
- Support staff with additional tasks as needed
- Perform general office clerical tasks, including answering phones, responding to emails, filing, copying, and greeting visitors

Qualifications:

- Strong organizational and communication skills
- Comfortable using social media and Canva
- Friendly, professional, and team-oriented
- Ability to multitask and adapt to changing needs
- Proficiency in Google Workspace (Docs, Sheets, Forms, Gmail, etc.)
- A personal commitment to the school's Christian mission and values
- Dependable and flexible

This position plays an important role in helping maintain a welcoming and well-organized school environment.

See the application below!

[Office application.docx](#)

Hiring organization

Northwest Christian School

Employment Type

Part-time

Date posted

May 14, 2026