



**New Hope**  
Christian Academy

**Position: Advancement Administrative Assistant**

**Part-Time, 10-month position, up to 20 hours per week**

**Responsibilities:**

- Demonstrate a love for God and His children.
- Demonstrate a relentless commitment to the unique mission of New Hope Christian Academy.
- Provide clerical support to the Director of Development, the Director of Marketing and Communications, and the Manager of Admissions and ESA Support.
- Assist the Admissions and ESA Support Manager, Early Childhood Director, and LS/US Assistant Principals in organizing admissions entrance and placement exams, scheduling classroom observations, tours, and interviews, and initiating follow-up communication.
- Create new applicant profiles in SIS and update applicant enrollment status upon completion of contract signing.
- Maintain confidentiality concerning sensitive student and family information.
- Create reports for the Admissions Committee.
- Support the Admissions and ESA Support Manager by Coordinating all admission events.
- Support the Director of Development by managing donor records, gift processing, and constituency communication efforts.
- Coordinate and handle all administrative details associated with events or other Development and Admission events.
- Prepare acknowledgment letters and other correspondence related to gifts.
- Manage the annual advancement calendar of operations, coordinating with advancement staff and other departments to ensure deadlines are met.

**Qualifications and Attributes:**

- Professing Christian who has a personal relationship with Jesus Christ.
- Proficiency in Microsoft, Google, and student information and donor software programs.
- Associate's degree or higher and at least 2-5 years of related job experience.
- Successful candidates are energetic, high performers who exude joy and have initiative, flexibility, dependability, and the ability to work productively within a team environment.
- Genuine affinity for working with children and families in an educational setting.
- Outstanding interpersonal and problem-solving skills.
- Careful attention to accuracy and detail.
- Professional and personal integrity with the ability to maintain confidentiality and exercise independent judgment.
- Availability for occasional weekends and evenings.

To apply, please send a resume and cover letter to [hr@newhopememphis.org](mailto:hr@newhopememphis.org) and complete the staff application on the school's website or click the following link: [Staff Application](#)