



Administrative Assistant

About Our School:

At Kraybill Mennonite School, we're committed to offering a Christ-centered education with an Anabaptist theological orientation. We value the total person and seek to prepare students of diverse educational needs for a life of service to Christ. We use Christ's teachings to prepare children to do God's work in the world by nurturing faith, peacemaking, leadership, and service.

Our core values are: Christ-Centered, Anabaptist Perspective, Educational Excellence, Community Building, Peacemaking, and Service. We work with a team of talented, motivated faculty and staff who share our passion for efficiency and excellence. As a forward-thinking school, we prioritize a positive workplace culture.

Location: 598 Kraybill Church Rd, Mount Joy, PA 17552

Hours: 3 to 4 days per week during the school year, depending on skill set, approximately 7:30AM to 3:30PM. Summer hours negotiable.

Job Description:

Join us as an administrative assistant, where you'll play an essential role in supporting our community, including students and their families, teachers, staff and administration. This is an exciting opportunity for a detail-oriented individual who thrives in a collaborative environment and is eager to make a meaningful impact. We'd love to hear from you if you're organized, detail oriented, proactive, have versatile interests and skills, and experience creating visual content, social media graphics, or marketing materials.

Job Responsibilities and Tasks:

- Manage daily administrative tasks, including greeting parents, students and guests at the front window, giving hall passes, answering phones, forwarding calls and messages to principals, teachers and staff
- Check email throughout the day
- Record attendance in database, give late passes, process and maintain records of educational trips
- Manage daily dismissal sheet, communicating with parents/guardians about dismissal plan changes
- Along with the Administrative Coordinator, take care of students' health/injury needs, dispense daily medication, call parents as needed, be prepared to recognize and respond to emergency situations
- Become familiar with basic aspects of our school management system, PraxiSchool
- Graphic Design
 - Collect data for and create monthly newsletter and quarterly donor newsletter
 - Post school news and events on social media
 - Update school website
 - Design marketing materials
 - Design flyers, signs, and programs for events, concerts, fundraisers

- Accounting
 - Provide support for accounts payable and accounts receivable
 - Assist with cash handling and bank deposits
 - Enter donations
 - Perform monthly reconciliation of bank accounts
 - Other tasks and responsibilities as designated by the Administrative Coordinator, Principals, or Manager of School Operations. This role reports directly to the School Principal.

Required Skills and Qualifications:

Proven experience as an administrative assistant or similar role

Proficient in Google Workspace (Docs, Sheets, Drive, etc.)

Proficiency in Microsoft Office Suite (Word, Excel)

Experience with accounting and graphic design software

Excellent organizational and time-management skills

Basic understanding of accounting principles

Commitment to working efficiently and accurately

Ability to exercise judgment and maintain confidentiality

Organized with strong attention to details

Strong communication and interpersonal abilities

Ability to work independently and as part of a collaborative team

Associate or bachelor's degree preferred

Company Benefits:

Health, dental, and vision insurance for full time employee (4 days per week)

Tuition discount for children attending Kraybill Mennonite School

Paid time off (PTO) including sick leave

403(b) retirement plan with matching contributions

Employee assistance program

Application Information:

Ready to join our team at KMS? Apply now by submitting your application to, including your resume and a cover letter to jgreenleaf@kraybillmennonite.org by February 14. Candidates selected for consideration will be contacted for an initial interview, followed by a second interview if applicable. We look forward to receiving your application!