



**POSTING DATE:** May 2024  
**POSITION TITLE:** **Guest Relations Manager & Attendance**  
**REPORTS TO:** Director of Operations  
**STATUS:** Part-Time; Non-Exempt  
**START DATE:** Upon Hire  
**HOURS:** 2 Days a Week

- Thursdays & Fridays 7:00 a.m. – 3:30 p.m. (August – May)
- Two days a week (TBD) 9:00 a.m. – 3:00 p.m. (June-July)

**CONTACT:** [HR@lcamn.org](mailto:HR@lcamn.org)

### Overview:

LCA hires staff who care about the spiritual and academic growth of our students, who maintain high academic standards, and who love Christ and live by biblical principles. LCA has a close-knit staff and faculty who join together for prayer, biblical worldview training, celebrations, and staff development.

As a LCA employee, it is essential and foundational to understand, live out, and agree wholeheartedly with Legacy's Statement of Faith, Social Stances, Core Values, and the Profile of a Legacy Employee.

In the role of Guest Relations Manager and Attendance, you will serve the school and its guests by operating an efficient, courteous and safe school office; performing clerical duties, which include but are not limited to answering phones, greeting families and visitors with enthusiasm, overseeing all postal operations and effectively managing and recording student attendance as required by law.

### Job Requirements & Qualifications:

- Possesses a strong Christian faith with a solid knowledge of the Bible, a growing personal relationship with Jesus Christ, and a demonstrated character of integrity. Believe and actively support the school's Statement of Faith
- Displays a welcoming demeanor and friendly disposition as a first contact for students, families, vendors and all guests
- Prompt answering of the phone and doorbell during business hours
- Monitor secure entry to the building and oversees the technology associated with visitors
- Manage student daily attendance
- Must possess strong attention to detail and the ability to multi-task a variety of administrative responsibilities and tasks while remaining calm under pressure
- Trustworthy and confidential
- Ability to work under pressure and meet deadlines
- Exhibits exceptional communication skills
- Strong organizational skills a must
- Ability to work with all functions - administration, support staff, other faculty, and students
- Education/Experience: Possess a high school diploma or GED, relatable experience preferred.
- Computer and software experience: Google Workspace, FACTS and Raptor Lobby Guard experience a plus.

### How to Apply:

Candidates who meet the qualifications above should follow these steps:

1. Complete the on-line application at <https://www.lcamn.org/about-us/employment/>
2. Attach your resume'
3. Review our Statement of Faith and Social Stances on our LCA website.

*Legacy Christian Academy exists to equip the mind and disciple the heart of each student for Christ-like living.*