



泽兰基督教学校 / Escuela Cristiana de Zeeland / Zeeland Christian School is the only threeschool – 8th-grade school in the Midwest where a child can learn in a Christ-centered and tri-lingual environment where all abilities are welcome and celebrated. It's what's best for kids and that's what we're all about.

At Zeeland Christian Preschool, we Love God, Love Kids, and Love Learning. We expect our staff to have a personal relationship with Jesus, have a passion for working with children, and enjoy helping young children learn.

The Communications Coordinator at ZCS has a variety of different tasks to help the advancement department such as being the primary copywriter and editor for the department. This position will work with the Director of Advancement and Visual Storyteller to create a communications calendar, review and update website content and create and manage blog content. This person will be working with the advancement department databases to provide communications that are relevant to certain groups of people, as well as developing content for *The Bell* (tri-annual magazine-style publication) and other publications throughout the school year.

Ideal Candidates for an Assistant position would possess the qualifications listed below:

Professionally

- Exceptional writing and grammar skills
- Exceptional editing skills
- Interpersonal skills to work collaboratively with team members and volunteers
- Team player with ZCS employees to gain trust and help in Advancement efforts

Spiritually

- Acceptance of ZCS's Statement of Faith
- A strong, clear, Christian testimony
- A mature, godly spirit

Personally

- A lifestyle of Biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others
- The ability to listen and respond to counsel
- A solid philosophical commitment to Christian education and the mission of Zeeland Christian School

Compensation:

- Starting pay is 15 per hour, and would be considered an 11 month employee
- 20 hours per week with an evaluation at the 90 day mark
- Benefits not available for part-time employees
- 1 personal day and 1 sick day for part-time employees - all other time off is not paid
- Pay is distributed on a semi monthly basis during the school year. Employees are not paid during the summer months when not working.

Apply by sending your resume and cover letter to jobs@zcs.org along with completing the Communications Coordinator Application