



Family Christian Academy

A Ministry of Family Church PC

Marketing Assistant/Student Lunch Assistant Job Description

Family Christian Academy

Family Christian Academy is a discipleship ministry of Family Church Port Charlotte. FCA partners with Christian families to provide an education that is Bible-centered, academically excellent, and equips students to engage the world for Christ.

Typical Working Hours: Part-time, 25 hours per week, Monday, Tuesday, Thursday and Friday 9:30am-2:30 pm, and Wednesdays 8:30am-1:30pm with the occasional need to work additional hours. All work hours will occur on campus.

Responsibilities:

- Promote Family Christian Academy as the largest ministry of Family Church.
- Use Constant Contact to create and send out the *Mustang Weekly* newsletter.
- Create schedules, contact Lifetouch, and oversee school photos for fall, fall retakes, spring, and group/clubs/sport photos and the school senior photo session in January each year.
- Assist with creating a Lifetouch Yearbook on the digital platform, with oversight and final approval from administration.
- Photograph students in action during classroom time, sporting events, fine arts performances, activities, and special events on campus. Collect and upload photos to Google Drive and share/use accordingly.
- Assist with supervising students at all lunches from 10:30am-1:15pm each day
- Post updates/events/newsletter/chapels/sponsors on Facebook and Instagram at least once per day, and periodically on LinkedIn.
- Additional support to the school office personnel and teaching staff could be required, as deemed necessary by the leadership team.
- To report directly to the Head of School.

This is a fast paced, high demand position requiring the candidate to wear many different “hats” in a busy, high-energy K-12 school. Bring a positive and professional attitude and you’ll fit right in with our family here! The ideal candidate will have a strong digital background and the ability to manage goal-driven daily tasks efficiently and professionally. This position requires confidence, resilience, strong organizational and communications skills, and exceptional persistence.

Skills/Competencies Required:

- High School diploma; Bachelor's degree preferred
- Ability to exercise sound Biblical judgment in decision-making
- Ability to meet and exceed monthly/weekly goals
- Maintain timely follow-up with all leads according to established processes
- Ensure zero error rate in data gathering and entry
- Proficiency on PC computer, Internet, email (Microsoft Office, Google Suite, Facebook)
- Skills in marketing, teamwork, documentation, and social media basics
- Uses a variety of software, including Constant Contact and Facts
- Outstanding oral and written communication skills
- Maintain honesty and professionalism
- Solid work history with verifiable references
- Works well with others in building team and school relationships
- Membership of Family Church preferred