

PART-TIME EMPLOYMENT OPPORTUNITY

Student Life & Community Engagement Coordinator

POSITION TYPE	REPORTS TO	NORMAL HOURS
Part-Time	School Administration	9:30 a.m. - 2:30 p.m.

POSITION SUMMARY

Golden Valley Christian Academy is seeking a creative, energetic, and organized Student Life & Community Engagement Coordinator. This part-time, hands-on position helps promote the school, coordinate activities, and create fun and memorable experiences for students and families.

The coordinator will assist with social media, school events, field trips, Parent Teacher Fellowship activities, community goodwill projects, and special gestures of care and appreciation. The ideal candidate enjoys working with people, taking pictures, planning activities, and helping make the school look and feel amazing.

PRIMARY RESPONSIBILITIES

Social Media and School Promotion

- Take engaging photographs and videos of student activities, classroom experiences, athletics, field trips, and special events.
- Create and schedule regular posts for the school's Facebook page.
- Highlight student accomplishments, staff members, school programs, and community involvement.
- Help present GVCA as a welcoming, active, and exciting Christian school.
- Follow school policies regarding student privacy and photography permissions.

Student Activities and School Culture

- Develop fun events, activities, celebrations, and experiences for students.
- Help create a school culture centered on fun, belonging, school spirit, kindness, and Christian fellowship.
- Coordinate spirit days, contests, themed activities, student recognition, and special celebrations.
- Work with teachers and administration to ensure activities are appropriate and do not unnecessarily interfere with classroom instruction.

PRIMARY RESPONSIBILITIES

Events and Family Engagement

- Create flyers, invitations, announcements, and promotional materials for school activities.
- Assist with coordinating school events and family activities.
- Work with the Parent Teacher Fellowship to plan and support events, fundraisers, and volunteer activities.
- Help coordinate event supplies, schedules, volunteers, communications, and setup.

Field Trips

- Assist teachers with coordinating field trips.
- Contact field-trip locations, gather pricing and availability, and make reservations with administrative approval.
- Help coordinate permission forms, transportation, payments, schedules, volunteers, and parent communications.
- Ensure that field-trip details are communicated clearly and completed on time.

Community Goodwill

- Coordinate opportunities for students and staff to serve and engage with the local community.
- Help organize donation drives, service projects, appreciation activities, community cleanups, and other goodwill initiatives.
- Communicate with local businesses, churches, nonprofit organizations, and community partners as directed.
- Help GVCA build positive relationships and demonstrate Christian service throughout the community.

Care and Appreciation

- Coordinate thank-you gifts, sympathy gifts, celebration gifts, and other thoughtful gestures for classes, staff members, families, volunteers, and community partners.
- Assist teachers and administration with recognizing significant events, accomplishments, illnesses, losses, or celebrations.
- Handle personal and sensitive situations with care, discretion, and professionalism.

QUALIFICATIONS

- Creative, positive, and enthusiastic.
- Strong organizational and communication skills.
- Comfortable taking photographs and creating social media content.
- Experience working with Facebook is required.
- Experience working with ChatGPT or another AI tool is highly preferred.
- Experience working with Canva or another design tool is required.
- Able to coordinate multiple activities and deadlines.
- Comfortable communicating with students, parents, staff members, volunteers, and community organizations.
- Dependable and able to complete assigned projects with limited supervision.
- Willing to attend occasional activities outside normal school hours.
- Able to maintain student confidentiality and use good judgment when publishing content.
- Supportive of GVCA's Christian mission and values.

PREFERRED EXPERIENCE

Experience in one or more of the following areas is helpful but not required:

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| • School or church activities | • Community outreach |
| • Event planning | • Volunteer coordination |
| • Photography | • Marketing or graphic design |
| • Working with children and families | |

SCHEDULE

This is a part-time position. The schedule may vary depending on school events, field trips, and activities. Some occasional evening or weekend availability may be needed with advance notice. Normal hours are from 9:30 a.m. to 2:30 p.m. on the GVCA campus.

MISSION ALIGNMENT

All GVCA employees are expected to support the school's Christian mission, model Christlike character, and contribute to a safe, encouraging, and faith-centered environment for students, families, and staff.