



Office Assistant Job Posting

Posting Dates: June 23, 2025 (open until filled)
Rolling interviews starting July 7, 2025
Location: 1650 Brush College Rd. NW Salem, Oregon

Job Title: Office Assistant

Contact Name: Faith Gerber at (503) 361-8779 or employment@salemrcs.org

Address: 1650 Brush College Rd. NW, Salem, OR 97304

Web Site: www.salemrcs.org/partner-with-us

Hourly Pay: \$17.20 – 18.50, DOE

Benefits:

- Paid sick leave
- Tuition discounts
- Medical/dental plan for eligible employees
- Retirement plan

Application Materials Needed:

- Cover Letter
- Completed application form (see web site above)
- Resume
- 3 Professional References
- Pastoral / Church Reference

Overview:

Riviera Christian School (RCS) is looking for office staff who create a cheerful, welcoming atmosphere in the office for parents and other staff members. The successful candidate will have strong verbal and written communication skills, be gracious under pressure, and adept at multi-tasking and problem-solving. Flexibility and willingness to serve are essential, due to the multi-faceted nature of this role. The office staff support and encourage everyone who comes into the school and childcare. They willingly provide whatever is needed, from administering basic first aid to taking a moment to pray aloud. This position is perfect for someone who loves a challenge and enjoys working with many people throughout the day.

Responsibilities and qualifications include but are not limited to:

Christian Discipleship

- Be a born-again Christian who has received Jesus Christ as his/her personal Savior.

- Live as a Christian role model in attitude, speech and action.
- Be in agreement with the school's Statement of Faith and Christian philosophy of education.
- Relate to students and colleagues in a manner consistent with godly principles.
- Model effective, open communication by using clear, consistent language that reflects integrity and truth.

Professional Responsibilities

- Basic receptionist duties such as answering the phone, monitoring the door, and taking messages.
- Office duties include keyboarding, filing, copying, updating records and other tasks as directed by the office manager
- Step into a childcare classroom as a substitute aide when needed.
- Fluently use Google suite programs, and be adept at learning other new programs such as Brightwheel, Praxi, Calendly and Canva

General Responsibilities

- Maintain a clean, orderly work environment.
- Uphold and clearly communicate RCS policies and procedures
- Work closely with the childcare director, assistant directors, and head of school to carry out all assigned tasks

For details, see the [RCS Office Assistant Job Description](#).