

## **Secretary/Office Administrator**

Legacy Christian School exists to equip the next generation in South-Central Nebraska to be godly leaders by partnering with parents to disciple them into a biblical worldview through challenging academics for the glory of God.

Legacy Christian is non-denominational, private, Christian school who is seeking a full-time Secretary/Office Administrator. We are located in Holdrege, Nebraska and Fall 2022 will be our first year in operation! Successful candidates will be someone with office experience, loves kids, and is passionate about helping Legacy Christian disciple students into a biblical worldview. As a major support, and a key person many parents will interact with, this person will be committed to our mission, vision, and loving Legacy families well. Being flexible and ready to work to see God glorified through our mission is a necessity!

This is a full-time position with the opportunity for change as we grow and expand the grades we offer. More information about Legacy Christian and how to apply can be found on our website [LegacyChristian-Schools.org](http://LegacyChristian-Schools.org) or on our Facebook page.

If you feel a call to Disciple Leaders, Teach Truth, and Glorify God, please send us an application.

### **How to Apply:**

- Applications can be found at <https://legacychristian-school.org/wp-content/uploads/2021/12/LegacyTeacherApplication.pdf>
- Questions can be emailed to [info@LegacyChristian-School.org](mailto:info@LegacyChristian-School.org)
- Our Board discussing Mission, Vision, and Goals of Legacy can be watched at <https://www.facebook.com/100075488590710/videos/622703175539700>