

# Part-time School Secretary

## Immaculate Conception Regional School

### **ICRS MISSION STATEMENT**

Immaculate Conception Regional School (ICRS) provides an education rooted in Catholic beliefs and values for students in Skagit and surrounding counties. ICRS stresses the spiritual, moral, intellectual and physical development of its students, while fostering community among students, parents and staff.

ICRS is seeking a part-time school secretary to join a dynamic administrative team in a fast-paced office. The secretary will work with Mrs. Frederick and will perform a wide variety of clerical and secretarial duties—organizing, coordinating and scheduling school office activities.

#### Qualifications

- Meets Safe Environment requirements
- Follows HIPPA laws, and maintains confidentiality
- Excellent interpersonal and communication skills, and ability to interact with both adults and children
- Strong organizational skills
- Takes initiative
- Bi-lingual applicants encouraged to apply
- Adept with Microsoft Office Suite, and able to learn new software (Publisher, RenWeb, FACTs)
- A team player

#### Compensation

- Approximately 20 hours per week beginning August 1, 2018. Pay is commensurate with experience.

To apply, please send your cover letter and resume to [rodrigues@icrsweb.org](mailto:rodrigues@icrsweb.org)