



Job Title: **Office Administrator/Preschool Academy Launch Director (Dual-Role)**

Location Position is Available: Panama City, FL

Northstar is looking for people with individuals that feel God is calling them to work at Northstar serving the church and community. We encourage you to read this job profile in full and submit your completed application packet.

### **Office Administrator (20 hours)**

Primary Objective of this creating this position:

20 hours per week - This position will serve as a temporary relief to the following administrative responsibilities while the church continues the rebuilding process for 6 months.

*\*Evaluation will be completed the 2 and 5 month mark to determine if this position is expediting the rebuilding process for the church through the successful completion of the outlined responsibilities.*

#### Human Resources and Training

- Assist in equipping campus teams to utilize systems and process for Finance, HR, and CCB.
- Onboarding
  - Screenshot Resources for CCB FAQs or Processes
- Calendar and Schedule all Training Events on the Training Calendar
- Create all written training resources for Service Programming (Students, KIDS, Adults), Finance, HR, and CCB.
- Assist with new hire onboarding process
- Assist in training on new employment law changes
- Provide one-on-one coaching to the team on HR related issues

#### Administrative Support to Finance & Operations Pastor

- Vendor Contact (InfoMart, AssessMe, etc.)
- Assist in the management of the scheduling of reoccurring maintenance requests, inspections, tax related requirements, and any other management tasks assigned by the Finance and Operations Pastor.

### **Pre-school Academy Launch Director (20 hours)**

Primary Objective of this creating this position:

20 hours per week – This position will be securing all necessary documentation, curriculum needs, marketing elements, and processes/systems to be ready for hiring and marketing in the Summer of 2020 and a Fall 2020 launch of Northstar Pre-School Academy.

An evaluation will be completed monthly with the following milestones:

Month 1:

- Full outline of remaining items (documentation, curriculum, facilities, etc) needed to meet a Fall 2020 launch
- Assist the Finance and Operations Pastor in creating a single member LLC for the Academy
- Begin State of Florida certification classes for Preschool Director
- Complete an on-site introduction with Crosspoint's head of Preschool

Month 2:

- Identification of which locations will be able to provide space
- Establish the optimal number of students for each location, age, and available room.
- Finish building the preschool handbook to meet all State of Florida religious run daycare/preschool health and safety standards
- Selection of curriculum working along side the KIDS ministry directors

Month 3:

- Successfully complete all remaining State of Florida documentation for a religious run daycare/preschool
- Compile all necessary training documentation into an Employee Handbook utilizing materials provided from the accrediting agency, State of Florida, and like-minded ministries.

Month 4:

- Bring all church employed childcare worker's under Academy Director's oversight for scheduling and training
- Begin recruiting more childcare workers that have but day-time and evening availability
- Utilizing already on-boarded childcare with the church, host a Mother's Day Out
- Being developing marketing materials for the day academy working along side the church Marketing Director
- Push a digital survey to the congregation to see what the expected interest would be within the church and encourage them to share with others in the community that might be interested

Month 5:

- Utilizing already on-boarded childcare with the church, host a Mother's Day Out
- Utilizing survey information Build a projected Year 1 budget and classroom needed
- Begin Assisting the Finance and Operations Pastor to complete necessary documentation for grant applications
- Post any positions for hire to begin interviews in June 2020

Month 6:

- Utilizing already on-boarded childcare with the church, host a Mother's Day Out
- Interview, hire, and begin training and certification for projected needed personnel for Academy
- Prepare and promote within the Church weekly Mother's Day out every Wednesday in July
- Prepare to launch Academy signups in July

Month 7:

- Utilizing hired personnel, host Mother's Day Out
- Complete all necessary training with hired personnel
- Complete all lesson plans for each age group and teacher
- Launch open enrollment and being meetings with perspective parents
- Prepare and host an open house at each location offered

Month 8:

- Make adjustments to personnel based upon enrollment
- Launch On or Before Bay District Schools begin.
- Assuming the duties of Preschool Academy Director

Apply online at <https://northstarpc.wufoo.com/forms/zhirr0v131pnnn/> - Contact Josh Street: josh@northstar.cc // 850.215.4812