

## **Business Office - Human Resources and General Support**

Pacific Christian School is seeking a person to assist with our Business Office, particularly in relation to Human Resources (payroll, benefits); but also to support the school's efforts to collect and utilize data to improve its overall financial operations. This is a part time position of 1-2 days per week (depending on the availability/experience of the applicant) which could be combined with existing other roles at the school.

Ideally, the candidate will:

- have experience or significant interest in human resource management
- have a CPHRA designation [or a willingness to take online coursework offered through them](#).
- have a desire to improve PCS's HR practices to ensure our staff experience an exceptional level of support.
- will have a desire to continuously improve their own capacity and skills.

We offer a competitive salary and a supportive work environment. If you are interested in exploring the possibility, please email [Darren Lewis](#) , Superintendent, by February 3, 2023.