



Youngstown Community School
50 Essex Street
Youngstown, Ohio 44502
330-746-2240

Job Posting: Part-Time Secretary – Elementary School

Position: Part-Time Secretary

Location: Youngstown Community School

Reports To: Principal

Hours: Monday through Friday - Flexible Hours

Start Date: TBD

Position Summary:

Youngstown Community School is seeking a reliable, organized, and friendly individual to serve as a part-time secretary in our elementary building. The ideal candidate will be the first point of contact for students, families, and staff and must be able to manage a variety of administrative tasks in a fast-paced school environment.

Key Responsibilities:

- Greet and assist students, parents, and visitors
- Answer and direct phone calls
- Maintain student attendance and records
- Perform data entry and maintain office files
- Assist with scheduling and communication with staff and families
- Order and organize office supplies
- Support the principal and staff with daily operations
- Maintain confidentiality in all school-related matters

Qualifications:

- High school diploma or equivalent required

- Previous office/secretarial experience preferred (school setting a plus)
- Strong organizational and time-management skills
- Excellent verbal and written communication
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to work independently and multitask
- Friendly, welcoming demeanor

How to Apply:

Please submit a resume and cover letter to Mike Majzun, m.majzun@yca.k12.oh.us or apply at our website <https://www.youngstowncommunityschool.k12.oh.us/>

Youngstown Community School is an equal opportunity employer and welcomes applicants from all backgrounds.