

# PORTSMOUTH CHRISTIAN ACADEMY

DOVER, NEW HAMPSHIRE



## Receptionist

### Position Summary

**Portsmouth Christian Academy (PCA)** is a large, nondenominational Christian school located in Dover, NH. PCA, located just minutes northwest of Portsmouth, NH on a nearly sixty-acre riverfront campus, is a dually accredited, independent, Christian, college-preparatory, day school for students in preschool through grade twelve seeking to maximize their God-given potential. PCA faculty and staff are unified in creating a caring, safe, Christ-focused learning environment where young people are challenged to thrive academically and grow as servant-leaders prepared to impact the world for good.

The Receptionist gives the first impression of our school to each person who calls or enters and is expected to create a warm and welcoming environment, treating each visitor and phone call with courtesy and professionalism. The Receptionist provides information and assistance to visitors, volunteers, and students, while providing support to the office and Head of School staff.

To apply for this position, please complete a staff application found on the employment page of our website ([pcaschool.org](http://pcaschool.org)). For more information or to submit a completed application, please email [humanresources@pcaschool.org](mailto:humanresources@pcaschool.org)