



# City Tree Christian School

First Presbyterian Church, 320 Date Street, San Diego California  
619.232.3794 - [www.citytree.org](http://www.citytree.org) - [office@citytree.org](mailto:office@citytree.org)

## Employment Opportunities

*City Tree Christian School is a ministry of First Presbyterian Church committed to integrating educational excellence with the teachings of Jesus Christ as found in the Bible. We are an ethnically and socio-economically diverse school located in downtown San Diego. About 155 students attend our school age infant through 8th grade. Our school is a member of Association of Christian Schools International (ACSI) and accredited by the Western Association of Schools and Colleges.*

**To Apply for the position below: Download application at <https://www.citytree.org/employment>. Complete and return application with resume by email or in person. No candidates will be considered without a completed application.**

### **Office Manager**

Dependable, flexible, detail-oriented, organized, proactive, and friendly individual who can greet parents, students, guests, and staff in person, and by phone and email. Frequent word processing, school publications/communications, student database and record keeping. Managing physical office space and supplies. Supervision of Office Assistant and occasional parent volunteers. Ability to work both independently and collaborative essential. Full-time position. Hours M-F 7:30-4:00. Pay will be \$16.00-\$20.00/hr based on education level, experience, and performance. Benefits also available. Position available ASAP.

**Qualifications:** High school diploma, proficiency with PC platform and software, experience with social media and other online communication tools required. Bachelor's degree and previous office experience preferred.