

Early Childhood Education Registrar & Administrative Assistant

Salary Range: \$17.15 - \$18.65/hr DOE

Start Date: March 23, 2020

Schedule: 7:30am - 4:30pm or 8am - 5pm

The PJA Early Childhood program is an amazing place for children ages 6 weeks to 5 years to learn and grow. PJA has an exciting opportunity for a Registrar & Administrative Assistant in our Early Childhood Education & Preschool Program. The Registrar & Administrative Assistant is a crucial member of our team. Are you an organized problem solver who is skilled at managing administrative support? Do you love working with children and their families? If the answer is yes, please read on. We'd love to hear from you!

Job Summary: The Registrar & Administrative Assistant serves as the first point of contact for families inquiring about our preschool and infant/toddler programs. This includes greeting visitors, answering phones, creating formal correspondence and responding to emails to answer questions and provide information about our programs. This position coordinates classroom staffing and scheduling on a daily basis and maintains a wait list to fill classroom openings as they arise. The Registrar & Administrative Assistant coordinates special events such as school photos, Friends and Family Day and Educator Appreciation Week. Other important duties include maintaining calendars, coordinating trainings, and maintaining a variety of records tracking spreadsheets. This position also provides classroom support as needed.

Requirements:

- At least one year of experience providing general office support; experience in an Early Childhood program preferred.
- Ability to project a positive, professional image of the PJA.
- Excellent administrative and interpersonal skills.
- Excellent written and oral communication skills.
- Excellent customer service skills.
- Ability to effectively manage multiple tasks and shifting priorities as well as organize and execute work independently within the scope of the position
- Current CPR/First Aid certification and Food Handlers permit required upon hire.
- Enrollment in the Oregon Central Background Registry.
- Ability to work in an environment that is often loud and with frequent interruptions.

- Ability to lift children or heavy items (up to 30 pounds unassisted).

We offer a generous benefits package including paid Medical, optional dental and LTD. Our Paid Time off plan includes vacation, sick, PTO and traditional and Jewish Holidays!

TO APPLY: Visit our website to learn more about our programs and apply today! www.pjaproud.org (select "About Us," then select "Employment"). A cover letter or writing sample is required for this position.

The Portland Jewish Academy (PJA) and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. PJA is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.