

Office Manager - Job Posting

The Seattle Jewish Community School (SJCS) is an intimate, K-5 Jewish community school operating with a cohort model and located in the Green Lake neighborhood of North Seattle.

The Position: SJCS seeks to hire an Office Manager, to begin for the 2022-2023 / 5783 school year. This position is a 1.0 FTE and will report directly to the Head of School.

Core Responsibilities: As the gateway to the school for all its stakeholders - parents, students, staff, service providers, guests, and the community at large, the Office Manager holds a critical role that also provides support for the administrative leadership and includes:

- Managing the smooth and seamless operation of the school's front office from answering the phone to greeting entrants, directing inquiries to the right source, answering questions, and creating a friendly, warm, welcoming, and efficient environment
- Overseeing efficient keeping of core school records, including report cards, student forms, and educational material and supply invoices, along with proper submission and distribution of records as needed
- Establishing and maintaining connections with qualified substitutes and ensuring coverage for absent employees
- Inputting, updating, and maintaining relevant data in the School's Information System (SIS) with responsibility for accuracy and completeness
- Ordering administrative and office supplies, managing relevant vendor relations, and documenting and tracking all orders
- Supporting the Director of Curriculum and Pedagogy and Director of Jewish Learning and Life in ordering educational supplies and materials; setting up professional development opportunities for staff, including those supported by federal funds; keeping relevant forms for field trips, substitute teachers, etc.
- Maintaining an accurate, up-to-date school calendar and supporting the Director of Advancement in calendar and communication functions pertaining to students, staff and parents
- Supporting the Head of School and Chief Operations & Finance Officer (COFO) as needed
- Overseeing, alongside the COFO, health concerns, from managing sick or mildly hurt students to stocking health supplies, scheduling CPR and First Aid training, and administering medication with written permission
- Collaborating with the Facilities Manager on inventory, storage, and neatness of shared spaces
- Managing the schedule for all shared (non-dedicated) spaces on campus
- Maintaining a professional, efficient, collaborative and welcoming atmosphere at all times
- Partnering with the Head of School, Director of Advancement, COFO, and all members of the professional team in advancing the institution

Qualifications:

- An explorer's mentality with appreciation for flexibility, experimentation, reconsideration, and good humor
- At least three years of working in a fast-paced, interactive, multi-faceted administrative role
- Experience in educational contexts and with elementary-school aged children preferred
- Technical proficiency in database management, web-based applications, social media platforms and Google docs and sheets
- Ability to prioritize and multitask
- Strong sense of calm with excellent organizational skills
- Strong oral, written, and non-verbal communication, nurtured by curiosity and conviction
- Passionate commitment to children and to their learning and growth
- Sustained commitment to the practices of self-reflection, collegiality, and professionalism
- Readiness to make mistakes and learn from them along with others who do the same

SJCS offers competitive pay, extended vacation time, and excellent benefits

Qualified candidates should submit their cover letter and resume to jobs@sjcs.net