

## ***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](mailto:jobs@sjcs.net)**