Horace Mann School
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Part-time Office Manager - Center for Community Values and Action
Start Date: 7/1/2023

Horace Mann Schools Mindich Family Center for Community Values and Action (CCVA) is searching to fill the position of Office Manager effective July, 2023. The Center was founded in 2006, with the mission of connecting education, ethics and action at Horace Mann School. In the ensuing years, the CCVA has gone from a small initiative to an integral part of the school community and program. It is also a central hub of the School’s connection to its local Bronx community. The CCVA implements a service-learning program.

The Office Manager will work under the direct supervision of the Director of the CCVA and collaboratively with all members of the HM community. This is a 12-month, part time support staff position (20 hours per week). The salary range for this position is $29,000 to $39,000 based on experience.

Responsibilities:

Office Management
- Point person for day-to-day office needs including: clerical duties, mail, supplies, equipment, catering orders and invoices
- Coordination of calendars, schedules, appointments and meetings
- Maintenance of storage facility
- Procurement of supplies and track budget
- Perform other duties or projects as needed

Communication
- Design, manage, and coordinate content for student/family/faculty/staff/community partner agency
- Maintenance of digital footprint and develop technology solutions that support virtual service-learning initiatives
- Create presentations and agendas to communicate project updates

Project Management
- Plan strategically to carry projects from initiation to completion
- Produce reports that assess the content of the programming
- Participate in the development of new initiatives

Qualifications:

The strongest candidates will have the following experience and qualifications:
- Bachelor’s degree and 2-3 years of teaching, administrative office experience, youth development and/or community engagement (preferred)
- Prior experience working in schools and/or urban communities is preferred
- Demonstrate an understanding of multiculturalism, equity, and social justice
• Detailed-oriented, strong follow-through skills
• Ability to take initiative, prioritize tasks, work independently, be innovative, anticipate and solve problems and must be willing to seek input or guidance as needed.
• Excellent communication skills, both verbal and written
• Excellent computer skills, including Microsoft Office, Word, Excel, Access, Video Editing software
• Demonstrated flexibility and ability to juggle competing priorities
• Demonstrate strong interpersonal skills with students, families, colleagues and community members
• Able to work effectively in a dynamic, flexible and fast-paced environment
• Ability to set and execute goals that align with the strategic vision of the department
• Availability to work on all HM campuses (Bronx, Manhattan, Washington, CT)
• Availability required during the academic year: Mondays (2:00 p.m.-6:00 p.m.), Tuesdays (10:00 a.m.-6:00 p.m.) and Thursdays (10:00 a.m.-6:00 p.m.). Availability during summer program (Monday 9:00 a.m. – 5:00 p.m.), (Tuesday, 10:00 a.m. – 1:00 p.m.) and Wednesday, (9:00 a.m. to 5:00 p.m.).

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation’s 10 largest independent day schools, as of September, 2022, the School enrolls 1,801 students from 154 zip codes, representing Manhattan, The Bronx, New Jersey, Westchester and Connecticut. Slightly more than 50% of students identified as race other than white and/or as Hispanic/Latinx and 2.6% of students identify as international. Slightly less than 52% of our students identify as girls and 48% of our students identify as boys. A third group expresses a different gender identity. Approximately 15% of our current students receive Financial Aid to attend Horace Mann. Thirty-five percent of School administrators, teachers, and staff members identified as race other than white and/or as Hispanic/Latinx. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school’s recent $125 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

The Upper Division at Horace Mann School provides a demanding academic experience for more than 700 highly motivated, hard-working students. Combining rigorous courses in STEM fields with ambitious courses in the Humanities and Arts, the Upper Division curriculum allows students to build essential critical thinking skills, delve deep into their areas of interest, and become independent thinkers. Students and faculty take pleasure in intellectual pursuit and the understanding of their connections to the world around them. Through the school’s extensive extracurricular programs, students work with faculty members to pursue their passion for service and social justice. The Upper Division is characterized by the purpose, energy, curiosity, and empathy of its students and faculty.

Interested candidates should submit a detailed resume and cover letter to: employment@horacemann.org