



MAILROOM ASSOCIATE

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9–12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, who was himself a prominent abolitionist and progressive educator, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

Summary

Reporting to the Director of Facilities, the Mailroom Associate will manage the day to day operations of the mailroom by ensuring the efficient operation of incoming and outgoing mail and packages for the school and students.

Essential Functions / Responsibilities

- Receive incoming mail from USPS (pick-up at PO when needed-Company vehicle provided)
- Receives, sorts and logs incoming packages from third party carriers (UPS/Fedex/DHL/etc.)
- Process all outgoing mail and packages
- Notify students, faculty, staff of incoming packages via mailbox and/or email
- Distribute Packages to students, employees and residents from the mailroom
- Other duties as assigned
- Sorts incoming mail by department and/or employee to ensure timely distribution.
- Stocks supplies needed for the mailroom.
- Assigning mailboxes for new hires and students.
- Forwarding first class mail to faculty off campus when they are away during summer break as

well as employees and students who have left the school.

- Process shipments for specific departments.

Required Skills/Abilities:

- Good communication skills.
- Basic understanding of operating instructions and processes for machines.
- Basic understanding of or the ability to learn locations and organizational structure of the company.
- Basic computer skills (email, google docs, etc)
- Basic understanding of postage rates and regulations.
- Ability to correctly sort and distribute large amounts of mail.
- Ability to understand and follow written and oral instructions.
- Ability to complete projects in a timely manner.
- Must possess basic math skills, be able to read, write and speak fluent English.

Education and Experience:

- High school diploma or equivalent preferred.
- Experience in related areas is preferred.

Physical Requirements:

- Must be able to lift up to 100 pounds at times.

Qualifications

All candidates must possess a valid Driver's License with a clean driving record and have reliable transportation. All candidates should be willing to learn all aspects of a mailroom operation and contribute ideas for improvements and efficiencies.

To Apply:

This position is a 12-month, 32.5-35 hours per week, non-exempt opening. Salary is competitive, and the employment package consists of excellent benefits, including outstanding health and dental coverage and retirement plan. To apply, please send a cover letter, resume, and three professional references (references will not be contacted without notifying you) to: HR@Frederickgunn.org. Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

BACKGROUND SCREENING: The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.

Core Values

Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

Hopeful Faculty

We prize faculty who believe resiliently, optimistically and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning - one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism and distraction, produces people who care deeply - who become wise, engaged, active citizens.